

## **Bookkeeper**

*0.6 FTE, permanent / 22.5 hours a week*

*In-person with occasional remote*

MCEC seeks an organized, detail-oriented person with experience in bookkeeping to serve as our Bookkeeper. The Bookkeeper plays a key role in the day-to-day operations of MCEC, ensuring that MCEC's internal financial practices demonstrate good stewardship and meet industry best standards.

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### **Why work for Mennonite Church Eastern Canada?**

As Bookkeeper, you will connect with a dynamic group of colleagues and church leaders across Ontario, Quebec and New Brunswick. MCEC's community of 105 congregations and church plants worship in 20 languages, and have diverse worship practices and theological perspectives within the broader Mennonite-Anabaptist tradition. MCEC staff team members come from different walks of life and bring diverse perspectives yet are united in their passion for the Church to thrive, following Jesus together. You can find out more information at [mcec.ca](http://mcec.ca).

### **Role**

The Bookkeeper ensures safeguarded, accurate and timely recording and tracking of accounts payable, receivable and payroll, adhering to the best industry standards.

Working hours are primarily weekday daytime hours primarily in person in Kitchener; the specific days and hours can be worked out in conversation with the successful candidate. Monday to Thursday, with occasional evening and weekend work, based at MCEC's office in Kitchener, ON. Includes benefits and pension.

### **Requirements**

- Experienced by others as a person of integrity and faith, who is called to offer their gifts and skills in service of the Church
- Holds membership in and is accountable to an MCEC congregation
- Strong organizational and administrative skills, capacity to think systematically
- Two to five years bookkeeping experience (in a charity or not-for-profit organization preferred)
- Strong computer skills in Excel

### **Responsibilities**

- Execute all weekly, monthly and annual tasks related to accounts receivable, accounts payable and payroll
- Process all donations and prepare bank deposits
- Complete all data entry of donations from all sources

- Balance, prepare and send annual tax receipts and statements of donations
- Prepare monthly reconciliations (e.g. bank, fund, investments, credit cards, PayPal, Canada Helps)
- Ensure invoices and expenses are properly recorded, approved and coded, prepare cheques, online payments and filing
- Prepare general journal entries and ensure amounts balance
- Support the monthly budget reporting process
- Create and maintain payroll profiles for all employees
- Process semi-monthly payroll using online payroll software including processing time sheets, vacation pay, group benefits, and other additions and deductions
- Reconcile payroll totals and ensure all appropriate deductions are made by the due dates
- Ensure new employees are enrolled in the benefits plan at the appropriate time
- Prepare and file Records of Employment, and ensure the creation and timely distribution of T4s
- Other duties, as required

### **Relationships**

Reports to: Operations Director

### **Hiring Statement**

We strive to achieve equality in the workplace, which means no one will be denied employment opportunities or benefits for reasons unrelated to fit for a role. We also understand employment equity means more than treating individuals in the same way but requires special measures and the accommodation of differences. As such accommodations are available on request for candidates taking part in all aspects of the selection process.

### **Application Process**

Interested candidates can submit their cover letter and resume to John Reimer, Operations Director, [hr@mcec.ca](mailto:hr@mcec.ca). MCEC thanks all candidates for their interest, however only those applicants selected for an interview will be contacted.

This role will remain posted until the role is filled.