



ST ALBANS

Bookkeeper (Part-time)

St. Albans Church is hiring a bookkeeper!

We are a progressive and inclusive Anglican community in downtown Ottawa. Informal, diverse, and engaged in our neighbourhood – we strive to involve everyone.

Reporting to our Incumbent, Rev. Michael Garner and working in partnership with our treasurer, the bookkeeper will be responsible for:

Bookkeeping tasks:

- Pay bills and record transactions in Quickbooks
- Track and make deposits
- Monthly bank reconciliation
- Keep files for all financial records
- Work within and improve financial systems
- Prepare regular financial statements
- CRA charitable tax return and annual HST rebate claim (with support)
- Other tasks as required

Required Competencies and Experience:

- 1-2 years of basic bookkeeping
- Experience using Quickbooks (preferred)
- General comfort using computers - Microsoft Office, Google Products, Zoom
- Organized with excellent attention to detail
- Discretion regarding confidential matters
- Adaptable, flexible and approachable

This is a contract position for approximately 15-20 hours per month, which can be scheduled at the contractor's convenience. Additional hours may be required for initial onboarding and end of year reconciliations. Compensation will be \$20-25/hour.

Please apply with a resume and cover letter that describes how your experience relates to the competencies and experience that we are looking for.

Applications should be sent to office@stalbanschurch.ca by **Monday, September 26, 2022**.