



THE PENTECOSTAL ASSEMBLIES OF CANADA
A faith based non-profit organization ministering to the Christian Community

POSITION: Bookkeeper
HOURS: Full-time
START DATE: May 1, 2019

CORE COMPETENCIES:

- A proven commitment to Christian service
- Proven ability to work independently and meet deadlines in a fast-paced environment
- Excellent communication and customer service skills
- 3+ years of full-cycle accounting or bookkeeping experience
- Computer proficiency, including Microsoft Excel and Word software
- Solid understanding of accrual accounting principals
- High degree of accuracy and attention to detail
- Experience with MS Dynamic Nav is an asset

RESPONSIBILITIES INCLUDE, but are not be limited to:

- Complete bank reconciliations and investigate variances on a timely basis
- Monitor and reconcile various suspense accounts
- Maintain and update prepaid expense and unearned revenue schedules
- Prepare and post journal entries
- Prepare month-end expense allocation journal entries
- Maintain recurring journals
- Assist accountant in preparation of the monthly financial statements for various departments
- Assist in the annual external audit
- Complete government remittances and returns
- Prepare charitable tax receipts
- Assist other team members as needed

The successful candidate will work within the Accounting Department and report directly to the Financial Controller. Salary will be commensurate with education and experience.

RESUMES MAY BE SUBMITTED TO:

EMAIL hli@paoc.org

- or -

MAIL The Pentecostal Assemblies of Canada
Attention: Harry Li
2450 Milltower Court
Mississauga, Ontario L5N 5Z6