



Accounting Technician - Finance

This position will be of interest to those with a passion for accurate accounting and performing a variety of general accounting support tasks.

KEY ACCOUNTABILITIES:

1. **Accounts Receivable**
 - Record contributions by donor and fund as directed
 - Process and prepare deposits for all contributions received through various means
 - Collect aged receivables.
2. **Accounts Payable**
 - Prepare approved expense remittances and invoice for payment
 - Prepare cheques and code expenses within appropriate funds
 - Monitor account balances to ensure cash requirements are met.
3. **Front-line assistance for all accounting related inquiries; redirect as needed**
 - Display Christ-like character and a strong service orientation with co-workers, church congregation, school community, vendors, government and business communities.
4. **Report preparation and distribution**
 - Assist with compiling month end data and enter approved journal entries
 - Assist with preparing year end working papers and answering inquiries for external auditors
 - Assist with preparing annual charitable donation receipts and child tax credit receipts
5. **Other duties as assigned.**

Additional Responsibilities/Requirements:

- Follow and live by the "Rule of Life" adopted by the SPAC staff team, and adhere to the Staff Handbook
- Must attend SPAC and if not currently a member, be willing to work towards membership.
- Attend staff chapel/meeting times.

Qualifications:

- Post-secondary diploma or certificate in accounting preferred; equivalent work experience will be considered.
- 1-2 years' experience in moderate to high volume accounting environment. Non-profit, fund accounting experience preferred.

Skills and attributes:

- Competent with software tools (Excel, Word, Outlook, etc.)
- Experience with Sage 300 ERP Accounting System an asset
- High ethical standards. Unquestioned integrity and able to build trust and maintain confidentiality
- Demonstrates excellent customer service orientation, professionalism and positive perspective
- Effective interpersonal, oral and written communications skills
- Accuracy and attentive to details
- Good time management skills

Report to: Controller

Compensation:

- 35 hours per week
- Compensation will depend on experience and abilities

Position will remain open until a suitable candidate is found

Please send resumes to: human.resources@spac.ca