



Surrey Pentecostal Assembly (“SPA Church”) is now accepting resumes from qualified individuals who seek to apply their bookkeeping skills. The bookkeeper will be accountable to the Lead Pastor and the Board of Directors.

**Job Responsibilities and Duties:**

1. To keep Surrey Pentecostal Assembly’s day-to-day financial records current.
2. Responsible to provide accurate accounting and bookkeeping duties.
3. Track donations and posting to proper funds.
4. Accounts Receivable & Payable, payroll, banking, month end, year end reports to Trial Balance and any other duties that may be required.
5. To communicate financial data to the Treasurer and Directors, department leaders, and individual donors as it pertains to each group as well as government agencies.

**Specific Tasks:**

1. Be responsible for year-end accounting and report preparation. Will work closely with the auditors/accountant and is responsible for the preparation of the year-end audit working papers.
2. Assist with preparation for the annual budgeting process.
3. Be aware of, and responsive to, any changes or potential changes in the regulatory environment.
4. Prepare year-end donation receipts
5. Prepare T4, T4A and summaries
6. Prepare other government remittances such as GST Rebates and Work Safe remittance.
7. Be available for addition financial tasks assigned by the Treasurer.

**Skills & Experience Required:**

1. Minimum 2-3 years charity experience.
2. Practical experience in fund-based accounting and account reconciliation and familiar with government reporting requirements.
3. Demonstrate proficiency in computer skills including MS Word, Excel and Access and Sage 50 with payroll.
4. Attention to detail and precision in account reconciliation and report generation.
5. A commitment to good interpersonal relationships, teamwork and support of church ministries.
6. High level of integrity, trustworthiness and must maintain strict confidentiality.
7. Must work well under pressure to meet all deadline requirements.
8. Strong experience working with donor base. Experience with Planning Centre Online (PCO) is an asset.
9. Effective English written and verbal communication skills.
10. Will require a successful police record check clearance.

Please Contact Pastor Wes at 604-574-2403 or [pwes@surreychurch.org](mailto:pwes@surreychurch.org)  
Resume to be sent to [pwes@surreychurch.org](mailto:pwes@surreychurch.org)