

BOOKKEEPER



Department: Finance

Responsible to: Finance Advisor

Location: Dorchester, ON

Hours: Part-time (24 hours per week)

Salary: TBD (\$25 to \$28 per hours) + Benefits

SUMMARY

The Bookkeeper monitors and supports the organization's overall financial health while assisting managers and leaders in preparing and adhering to annual budgets. This person also executes and/or assists in with payroll, donor receipting, accounts payable, expense reimbursement, and other activities as directed and/or as necessary for the health and success of the organization.

MINISTRY FOCUS

Pioneers is a Christ-centered, interdenominational missions organization with a passion to send cross-cultural missionaries into regions where few people have ever had the opportunity to hear of Jesus. As such, each employee of Pioneers shall:

- Be a passionate follower of Jesus Christ, who is in wholehearted alignment with [Pioneers Values and Beliefs](#).
- Conduct themselves in a Christ-like manner at work and outside the workplace.
- Participate in weekly staff gatherings and monthly prayer meetings.
- Maintain personal and professional development including spiritual life and ministry skills.
- Pray with staff, missionaries and candidates when requested or deemed appropriate.

TASKS & RESPONSIBILITIES

Journaling:

- Ensuring all organizational expenditures are accurately coded to the appropriate accounts, classes, and projects with required documentation for donor receipting, accounts payable, accounts receivable, and expense reimbursement.

Payroll:

- Managing the processes through which employees are paid, including records management, compliance monitoring, remitting, and reporting.

Compliance:

- Ensuring the organization remains compliant with the mandates of the government and certifying agencies in matters relating to finance.

Customer Relations:

- Ensure consistent and authentic representation of Pioneers Canada values and Christian ethos in all communications with vendors, staff, volunteers, churches, and members.

Other:

- Engaging in other activities as directed and as necessary for the health and success of the organization.

KNOWLEDGE, SKILLS, ABILITIES

- Excellent interpersonal skills.
- Strong verbal and written communication skills.
- Desire to collaborate well with other departments and foster teamwork.
- Working knowledge of missions in general and ministry to the unreached.
- Possess functional accounting, monitoring, and reporting and is comfortable working with QuickBooks Online software (or similar software), RISE Payroll (or similar software), expense reimbursement software, and be familiar with the use of Excel spreadsheets.

QUALIFICATIONS

- Education: A Diploma in Accounting, Bookkeeping or related field (preferred).
- Experience: At least 3 years on non-profit bookkeeping experience (preferred).

If interested, please send your resume and references to Kelly Marie at kellymarie@pioneers.ca.

As per Pioneers Canada policy, anyone hired for this position will need to complete a Vulnerable Sector Verification and agree to have police checks done by Pioneers Canada as needed by the organization in the future.

Additionally, they will be required to raise 50% of their support for this position. We provide coaching and time for this to be completed during the first six months of employment.

Please note, we will accommodate the needs of persons with disabilities in our hiring process. Should you require any accommodations during the hiring process or for this application, please email Kelly Marie at kellymarie@pioneers.ca or call the office at 866-268-8778 (108).