

## Job Description – Senior Bookkeeper

### Background

Since 1971, Peoples Christian Academy (PCA) Inc. (“PCA”) has been offering education at the both the elementary and high school level with special emphasis in the teachings of the Christian faith. Additionally, PCA provides a Christian early learning education program through the Early Learning Centre. PCA is a non-profit, registered charity under the Income Tax Act (Canada), and is governed by an elected Board of Directors.

### Mission and Vision

*The mission:* Peoples Christian Academy is committed to preparing the whole person to reach the whole world for Christ.

*The vision:* Peoples Christian Academy is a missional school where children are trained in Christ’s ways in order to be placed by Him in their respective mission fields to defend Christian truth and values, serving His purpose for His glory.

### Job Purpose and Summary

PCA is looking for a Senior Bookkeeper to provide support to the finance department by managing daily accounting tasks. The ideal candidate will be well-versed in accounting principles and able to work comfortably with numbers and attention to detail.

Under the direction of the Business Manager, the Senior Bookkeeper maintains or directs the maintenance of all necessary and appropriate records (i.e.: accounts receivable, accounts payable), files and processes to ensure the smooth and compliant financial operation of the organization, focusing on accuracy and transparency.

The goal is to contribute to the overall efficient operation of the department and help the school be fully aware of its financial condition. This way it can make the right decisions and accomplish long term success.

### Duties and Responsibilities

- Work with PCA’s general ledger to: receive and enter supplier invoices; verify and record expense receipts and employee expense receipts
- Maintain an accurate record of financial transactions, including but not limited to: accounts payable, deposits recording, general accounting entries, monthly bank account and credit card reconciliations and related inquiries
- Complete financial month-end and year-end processes
- Establish and maintain financial records using Quickbooks software
- Deferred tuition reconciliation, tuition revenue recognition and assist with tuition revenue reconciliation
- Maintain short term and long-term debt documents, schedules and communicate with the Board members and creditors when necessary
- Assist with payroll reconciliation and payroll related inquiries
- Liaise with PCA’s bank, external vendors, senior accountant and customers if necessary
- Issue draft financial statements, prepare annual audit working papers / schedules / analysis and liaise with PCA’s external auditors and senior accountant



- Ensure compliance with federal (CRA), provincial and local legal requirements for non-profits and charities by studying requirements; enforcing adherence to requirements, filing reports (i.e.: annual T5 summary, HST remittances and municipal property rebate); advising management on needed actions
- Deal with regular and routine letters from CRA, subject to authorization provided by PCA
- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Provide clerical and administrative support to management as requested
- Follow accounting policies and procedures

### **Knowledge, Skills and Abilities**

- Analytical, a quick learner, strong computer skills, including: QuickBooks and Excel
- Knowledgeable of Generally Accepted Accounting Principles and concepts
- Great attention to detail and excellent organization skills

### **Qualifications**

- Bookkeeping designation an asset or Diploma in Bookkeeping or related field
- Minimum 3+ bookkeeping experience
- Experience working through full cycle bookkeeping
- 1-3 years recent related experience of a not-for-profit organization in Canada

### **Conditions of Employment**

- This is a part-time position, based on 22.5 hours per week. Hourly pay rate is \$30-\$40. Please only apply if this is what you are expecting for compensation.
- The Senior Bookkeeper will be based in Markham. It is a dynamic, fluid work environment with competing high-priority demands and fast pace.

If interested, please send your cover letter and resume to: [finance\\_office@pca.ca](mailto:finance_office@pca.ca) with the subject line: "Senior Bookkeeper". We thank all applicants; however, only those selected for an interview will be contacted.