

## **JOB DESCRIPTION**

### **Accounting Assistant**

Report to: Treasurer  
Position Type: One-Year Contract with 18 hours per week  
Location: 1250 Markham Road, Scarborough, Ontario  
Compensation: \$22,000

### **GKM Mission**

We are a family of believers that worships together, grow together and share the Good News of Jesus Christ.

### **Job Summary**

An Accounting Assistant is responsible for providing accounting and administrative support to the finance department. The key areas for this role is to process accounts payable and payroll. This individual needs to ensure that the accuracy and the confidentiality of data is maintained.

### **Key Responsibilities**

#### **Accounts Payable:**

- Review, verify, and process vendor invoices.
- Review and process employee expense reports.
- Review and process credit card transactions.
- Prepare cheques or electronic payments for timely disbursement.
- Reconcile vendor statements to the church's records, investigate, and resolve any discrepancies or outstanding issues.
- Respond to vendor inquiries regarding payment status, billing issues, and account maintenance.
- Maintain and organize vendor records.

#### **Payroll Support:**

- Process bi-weekly payroll.
- Collect, verify and enter employee data from new hire information, terminations and changes.
- Maintain confidential payroll records, files and employee information.

- Prepare and process year-end tax forms such as T4s and Records of Employment (ROEs).
- Assist in addressing and resolving employee inquiries and discrepancies related to pay and deductions.
- Prepare and enter payroll journal entries in the accounting system.

**General Support:**

- Provide administrative support for the finance department as needed.
- Assist in filing tax forms or other forms as required.
- Assist in filing and maintaining physical and digital accounting documents.
- Assist with documentation and preparation for financial audits.
- Maintain the confidentiality of all financial data.
- Other duties as assigned.

**Required Skills and Qualifications****Education and Experience:**

- At least 2 years in an accounting or bookkeeping role.
- Post-secondary education is desirable

**Hard Skills:**

- Familiarity with or experience using accounting software. Knowledge in QuickBooks is preferred.
- Proficiency with Microsoft Office Suite or Google Workspace applications, especially Excel and/or Google Sheets.
- Strong understanding of basic bookkeeping and accounting procedures.

**Soft Skills:**

- Exceptional attention to detail and accuracy.
- Strong organizational and time management skills; ability to prioritize and meet deadlines.
- Effective written and verbal communication skills.
- Ability to work independently and as part of a team.
- High level of integrity and ability to handle confidential information.