

At The Great Commission Foundation (TGCF), our ministry consists of a team of skilled professionals that possess pastoral, administrative, and accounting skills and use these talents to serve other ministries in an effort to fulfill the Great Commission of Jesus Christ. Our organization works to simplify ministry and mission by providing donor, administrative, accounting, compliance, and donations management expertise for over 500 ministry agents worldwide. The Great Commission Foundation is registered with the Canada Revenue Agency to do charitable work. Our charitable mandates are the advancement of the Christian faith, the relief of poverty, and the advancement of education.

Job Title: Accounts Payable
Location: St. Catharines, Ontario
Reports to: Accounting Manager and Director of Finance
Salary: \$21-\$24
Position: Full-Time

Position Overview:

The Accounts Payable (A/P) Clerk at The Great Commission Foundation is responsible for meticulously collecting and accurately entering data from various sources. This role involves verifying, posting, and securely filing confidential information. The A/P Clerk plays a crucial role in ensuring the precise recording of all financial transactions at The Great Commission Foundation. Due to the unique fund accounting management requirements of The Great Commission Foundation, this position demands a high level of attention to detail. The ideal candidate enjoys data entry, is detail oriented, and is an effective problem solver.

Main Responsibilities & Activities:

- Preparing and processing all payments via EFT, wire, cheque, or bill payment.
- Ensure all proper payment processes are followed.
- Prepare Journal Entries, both regular and occasional.
- Tracking and processing a high volume of payments with various deadlines.
- Import and/or export data between different software. Verify accuracy and completeness of data.
- Respond to Ministry Account Advisor inquiries, contributing to good customer relations through problem solving.
- Perform related clerical duties including data entry, maintaining file and record systems, scanning, and emailing.
- Assist with year-end audit by providing required documentation.
- Assist with preparation of tax filings and other filing requirements.

Knowledge, Skills & Abilities:

- High school diploma or GED required.
- Knowledge of bookkeeping & accounting principles and experience is essential.
- High level of accuracy and attention to detail is essential.
- Self-starter capable of working independently with minimal supervision.
- Effective problem solver and team player who enjoys learning and contributing to team goals.
- Proficient in relevant computer applications such as MS Office Excel.
- Accurate keyboard skills and ability to enter data at the required speed.
- Planning and organizing.
- Information collection and management.
- Ability to work under pressure.

Only qualified candidates of interest will be contacted.

Interested individuals should forward a pdf of their resume with cover letter to: hr@gcfcanda.com