

JOB DESCRIPTION

- Position:** Accountant
- Location:** Abbotsford, BC / St. Catharines, ON
- Reports to:** Accounting Manager
- Salary Range:** \$55,000 - \$75,000 CAD
- Position:** Full Time, Permanent

Job Summary:

Are you a passionate accounting professional ready to make a difference? Join our faith-based organization as an Accountant where you'll own our financial stewardship across US and Canadian operations. You'll drive payroll accuracy, lead month-end and year-end processes, champion internal controls, and spearhead system implementations—bringing both precision and strategic thinking to mission-critical work. We're looking for a detail-oriented, ethical leader who thrives in a fast-paced environment and shares our values. Bring your skills and experience to help us make an impact!

Organizational Profile:

The Great Commission Foundation in Canada and Friends of the Great Commission in the US, (the "GC") is a team of skilled administrative and accounting personnel dedicated to using their talents and expertise to enable people to follow God's calling to fulfill the Great Commission of Jesus Christ. We support ministries and initiatives by providing the behind-the-scenes administrative, accounting, and compliance services they need to focus fully on their God-given mission.

Registered as a charitable foundation with the Canada Revenue Agency and as a 501(c)(3) with the IRS in the United States, we work exclusively with Christians and Christian ministries engaged in ministry work—whether on the mission field or serving locally.

The GC has operations in Canada and the US that empower over 800 organizations to serve in over 100 countries around the globe. The Foundation works with Christian ministries and projects in a dynamic cooperative relationship. Ministries and projects engage in outreach activities and provide on-site personnel on the mission field, while the GC provides essential administrative, accounting, and charity compliance expertise. It is a team effort working towards common goals: the advancement of the Christian faith, the furtherance of education, and the relief of poverty.

KEY RESPONSIBILITIES

Accounting

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- Prepare, review, and approve journal entries, ensuring accuracy and proper documentation.
- Review/post daily donations and administrative fees for US and Canadian operations, with a focus on accuracy and timeliness. Updating ministry admin fee rates, as needed.
- Manage Accounts Receivable processes and reviews. Responsible for proper Non-Profit Services Finance (“NPSF”) billing, and ensuring proper revenue accounting.
- Credit card administration including but not limited to requesting new cards, and de-activating cards upon departure, and investigating fraudulent or disputed charges.
- Assistance with annual audit in Canada and US
- Participate in month-end and year-end processes, including but not limited to:
 - Preparing quarterly cost sharing allocations
 - Ensure completion of month-end checklists
 - Prepare monthly reconciliations, including bank, admin fees, donations, application deposits, and investments.
 - GL Maintenance (account codes management, open/closing months, new gift subtypes and coding, etc.)
 - Conduct (or assist with) annual reviews of leases, prepaids, assets, investments, and liabilities.
- Responsible for application of accounting procedures and best practices, compliance with accounting standards, and an effective internal control structure.
 - Ensure proper coding and recording in compliance with accounting standards for accurate financial statements.
 - Prepare GST/HST filings and sales tax submissions.

Payroll

- Prepare semi-monthly payroll for operations and agents in the US and Canada, ensuring accurate and timely processing.
- Maintain up-to-date employee payroll records.
- Oversee benefits management and related financial calculations and ensuring proper recording.
- Oversee the accurate distribution of W-2s, T4’s and other compliance reports and filing with government on a timely basis.

Special Projects & Other Duties

- Lead and manage special projects (payroll system implementation, accounting system implementation, A/R subledger, client billing, secondary system management, LLC procedures).
- Back-up Accounts Payable Approver & check signer

- Other duties, as assigned

CORE COMPETENCIES

Technical Skills:

- Proficiency in accounting software and payroll systems. Proficiency in Blackbaud, Sage, and BambooHR is preferred.
- Strong knowledge of US and Canadian accounting standards (including payroll requirements) and best practice accounting practices.
- Experience with process improvement and automation initiatives.

Key Competencies:

- Works independently with the ability to manage multiple priorities within specified deadlines.
- Analytical and innovative to identify trends and improve processes.
- High ethical standards and attention to detail to maintain compliance and accuracy.

Faith-Based & Ethical Standards:

- Strong commitment to ethical integrity and responsible stewardship.
- Understanding of faith-based organizational values and ministry goals.

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or a related field; CPA designation is preferred.
- Minimum 3 years of experience in accounting or related field.
- Proficiency with Microsoft Office applications (Excel, Word, Outlook, PowerPoint)
- A strong relationship with Jesus Christ, with a strong devotional life with a strong appreciation for ministry in the workplace.
- A love to see ministry thrive and flourish globally.
- Good communication and interpersonal skills, with the ability to embody and share Christian values.
- Commitment to the Christian faith and alignment with the mission and values of the GC. This requires signing the GC's Statement of Faith and Code of Conduct, indicating your acceptance of and alignment with our Christian values and mission.

COMMUNICATION

- Maintain strong inter-departmental collaboration within Finance (Data Reporting and Donations) as well as outside Finance (Systems & Technology, etc.)

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- Attend department meetings, all-staff gatherings, management meetings, Ministry Connect video calls, and other special meetings as required.
- Communicate special project requests involving other departments through Accounting Manager.

Apply today to contribute your skills to a mission-driven organization!

APPLY:

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

You are invited to complete a TRAITS Assessment

As part of our process, we ask interested applicants to complete a short TRAITS survey. This survey should take about 20 minutes to complete.

To begin the TRAITS assessment, click the link below or copy and paste it into your search browser.

<https://app.traits.com/survey/0aff5ed0-a10e-4d7f-95e0-6e40d0916515>