

JOB DESCRIPTION

Position: Accounts Payable Clerk

Location: Offices in Abbotsford, BC, St. Catharines, ON, and Colorado Springs, CO

Reports to: Accounting Manager or Designate

Salary Range: \$43,500 - \$55,000 CAD

Position: Full Time, Permanent

ABOUT THE GC

We help ministries that have their boots on the ground, those “feet on the street” organizations that meet people where they are—whether on the streets, in shelters, or in neighborhoods—bringing practical help and the hope of the gospel to the nations. Rooted in a Christ-centered mission, we believe unity multiplies impact, empowering ministries to transform lives and strengthen communities in ways none of us could achieve alone.

At The Great Commission, we carry the unseen load—donations, accounting, wages, compliance—so the mission never has to pause. Our ministries carry the gospel. We carry them.

ROLE SUMMARY

The Accounts Payable (A/P) Clerk is responsible for the accurate and efficient management of financial transactions within the organization. This role involves preparing, processing, and verifying payments through various methods, ensuring compliance with organizational procedures and regulatory requirements. The A/P Clerk maintains meticulous records, supports year-end audits, and responds to inquiries from Ministry Account Advisors to foster strong customer relations. With a focus on fund accounting, the role demands exceptional attention to detail, proficiency in data entry, and strong problem-solving skills. The ideal candidate thrives in a fast-paced environment, works independently with minimal supervision, and contributes effectively to team objectives.

KEY ACCOUNTABILITIES

- Input invoices into the system, ensuring proper documentation and sufficient funds in the ministry account for payout.
- Prepare and process payments via EFT, wire transfers, cheques, and bill payments, adhering to established procedures and deadlines.
- Generate and post regular and ad-hoc journal entries to ensure accurate financial recordkeeping.
- Track and manage high-volume payments, including importing/exporting data between software systems, with rigorous verification for accuracy and completeness.

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- Respond promptly and professionally to inquiries from Ministry Account Advisors, resolving issues to maintain positive customer relationships.
- Perform clerical tasks, including data entry, file maintenance, scanning, emailing, and other administrative duties to support operational efficiency.
- Set up new vendors within the Accounting and payment systems for accurate payout and tax reporting.
- Support preparation of tax filings and other regulatory requirements to ensure compliance, as needed.
- Other duties as assigned.

CORE COMPETENCIES

- Exceptional attention to detail and accuracy in managing confidential financial data and transactions.
- Strong organizational skills with the ability to prioritize multiple tasks at once through completion under tight deadlines.
- Effective communication and interpersonal skills to collaborate with team members and external advisors.
- Adaptability and resilience to perform under pressure while maintaining high productivity.
- Self-motivation and initiative to work independently while contributing to team goals.
- Technical aptitude for learning and utilizing financial software and tools efficiently.
- Humility and authenticity.
- Professionalism.
- Passion for ministry and serving others.
- Strong commitment to ethical integrity and responsible stewardship.
- Understanding of faith-based organizational values and ministry goals.

QUALIFICATIONS

- High school diploma or GED required; post-secondary education in accounting, bookkeeping, or a related field is preferred.
- Prior experience in accounts payable, bookkeeping, or accounting principles is an asset.
- Proficiency in Microsoft Office Suite, particularly Excel and Teams, with accurate and efficient keyboarding skills.
- Demonstrated ability in planning, organizing, and managing information effectively.
- Strong ethical standards for handling sensitive and confidential information.
- A passion for and genuine interest in serving and advancing ministry and charities.
- Proficiency with Microsoft Office applications (PowerPoint, Word, and Excel).
- Possess professional maturity, sensitivity with different cultures, and impeccable integrity that exemplify the Ministry's values.
- In agreement with the Statement of Faith and Code of Conduct of the Ministry and aligned with the mission, vision, and values of the organization.

COMMUNICATION

- Maintain strong internal department and inter-departmental collaboration with Ministry Account Advisors.
- Attend department meetings, team meetings, all-staff gatherings, management meetings, Ministry Connect video calls, and other special meetings as required.