

JOB DESCRIPTION

Position: Sr. Accountant

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

Reports to: Accounting Manager

Salary Range: \$55,000 - \$65,000 CAD

Position: Full Time, Permanent

Job Summary:

As Senior Accountant you play a critical role within our organization, you are responsible for ensuring accurate financial statements and compliance with US and Canadian accounting standards. This position prepares journal entries, processes payroll, records accounts receivable, and completes month-end/year-end processes, while maintaining robust internal controls. Key duties include preparing reconciliations, credit card administration, ensuring proper revenue accounting, and leading special projects such as system implementations. As Senior Accountant, you will collaborate with the Accounting Manager to provide financial insights for organizational projects and ensure adherence to ethical standards and ministry values. Your expertise and innovative approach are vital to helping our organization thrive.

Organizational Profile:

At The Great Commission Foundation (Canada) and Friends of the Great Commission (US) (together "The GC"), our ministry consists of a team of skilled professionals that possess pastoral, administrative and accounting skills and use these talents to help ministries 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 800 ministry agents worldwide.

We believe in teamwork. With operations in Canada and the U.S., we empower over 1200 Christian ministries and projects serving in more than 120 countries. These ministries engage in vital outreach and mission field activities, while we direct and manage the behind-the-scenes essentials, enabling them to focus fully on their God-given purpose. Together, we strive to advance the Christian faith, further education, and relieve poverty globally.

KEY RESPONSIBILITIES

Accounting

- Prepare, review, and approve journal entries, ensuring accuracy and proper documentation.
 - Calculate and/or manage grants to GCF entities, ensuring timely and accurate fund transfers.

- Perform the cost sharing calculation and related billing and journal entries between entities.
- 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 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.
- Manage month-end and year-end processes, including but not limited to:
 - Complete 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.
 - Perform quarterly bank access reviews.
 - Annual review of SOC reports for significant third party processors (e.g., payroll system, wire provider, accounting system)
- 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.
 - Implement technical accounting's suggestions on new or existing transactions in collaboration with the Data Reporting Specialist.

Payroll

- Prepare bi-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

- In conjunction with the Accounting Manager, consult on organizational projects to provide the accounting and financial statement impacts upfront to other departments.
- 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.
- 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

- Education: Bachelor's degree in Accounting, Finance, or a related field; CPA designation is preferred.
- Experience: Minimum 3 years 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 GCM. This

requires signing the GCM'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.)
- 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.

To Apply:

1. Submit your resume:

Resumes with cover letters should be sent as PDF's to hr@thegc.org, please use Subject Line: Sr. Accountant.

2. Complete the TRAITS survey:

To complete the survey please use the link below or paste the URL into your web browser's address line. The survey should take about 20 minutes to complete.

<https://app.traits.com/survey/c1634752-a3b0-4ec3-bb2a-8a143e123ea0>