

## JOB DESCRIPTION

- Position:** Sr. Accountant
- Location:** Abbotsford, BC / St. Catharines, ON / Colorado Springs, CO
- Reports to:** Sr. Director of Finance
- Salary Range:** \$65,000 - \$80,000 CAD
- Position:** Full Time, Permanent

### Job Summary:

Are you a passionate accounting professional ready to make a difference? Join our dynamic faith-based organization as a Senior Accountant, where your expertise will drive financial excellence and support our meaningful mission. In this role, you'll provide precision in executing payroll, journal entries, and accounts receivable processes while ensuring compliance with US and Canadian accounting standards. From spearheading month-end and year-end processes to championing internal controls, you'll play a pivotal role in our financial stewardship. 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:

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.

## KEY RESPONSIBILITIES

### Accounting

- Prepare, review, and approve journal entries, ensuring accuracy and proper documentation.
  - Calculate and/or manage grants to The GC Canada 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 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

- 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.

**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](mailto: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/50d3ff11-c184-4a0d-b732-8bdef7dab921>