

**Position Profile**  
**BOOKKEEPER**  
**North Street United Church**

This Position Profile becomes part of the *Terms of Employment*

**Purpose of Ministry:**

To provide the Minister(s), the church staff and committees with accounting support to enable them to fulfill the mission and goals of North Street United Church

**VISION AFFIRMATION:** The North Street United Church bookkeeper is responsible for all accounting functions of the church. The incumbent takes direction and implements policies and procedures at the direction of the Finance and Administration Committee

**PRIMARY RESPONSIBILITIES:**

**ACCOUNTING FUNCTIONS:**

- Establish and maintain bookkeeping records
- Establish and maintain bank accounts, payroll, and accounting procedures
- Ensure the timely payment of all invoices and present paid invoices to the Finance & Administration Committee for approval on a monthly basis
- Assist with budgets and financial forecasts with the Finance & Administration Committee
- Prepare financial reports
- Attend Finance & Administration meetings as requested. It is understood the Bookkeeper will not be present for those portions of a meeting involving any staff salary discussions, as well as any portion of a meeting involving issues regarding other staff that do not directly involve the Bookkeeper
- Attend the Annual Meeting and Budget Council Meeting
- Record costs and issue invoices
- Prepare year-to-date statements for donations as directed from time to time by the Finance & Administration Committee
- Prepare year-end income tax receipts for donations
- Cooperate with the church auditor

**ACCOUNTABILITY**

Confidentiality is expected in all matters regarding other staff and congregational members.

To the Ministers for the day-to day office activities

To the Council through:

1. Finance & Administration Committee as noted above
2. Ministry & Personnel Committee for support, advice and general oversight and supervision of conduct and work environment. This is accomplished by the Ministry and Personnel Committee being readily available, as well as through regular meetings and an annual position review

## **Skills/Knowledge Required:**

- Willing to work as a team member
- Effective time management skills amid distraction
- Ability to prioritize tasks and duties
- Effective clerical and accounting skills
- Well-developed oral and written communication skills
- Strong computer skills. Familiar with Quickbooks and Microsoft Word, internet, and e-mail
- Organizational skills
- Efficiency and effectiveness while working

## **APPENDIX**

### **Resolution Of Conflicts**

Whenever there is conflict between or among people in the body of Christ, there is pain and anxiety on all sides. Such conflicts arise because of strongly held and differing ideas, views, violations of personhood or other rights. When conflicts go unresolved, the body suffers wounds. The longer the body so suffers, the deeper the wounds go; at the same time, energy is distracted from the calling to be in mission. The church is called not only to resolve the conflict but also to deal pastorally with the pain caused by conflict. Compassionate love is the true test of qualities such as forgiveness, wholeness and humility. Equally important is the imperative of justice, which as a measure of faithfulness must not only be done but also seen to be done.

Basic to the intention that, wherever possible, conflicts be resolved as quickly and fairly as possible, all conflict resolution will follow the guidelines mandated by the United of Canada as outlined in the copy current of *'The Manual The United Church of Canada'*. The United Church of Canada has made it mandatory for a Ministry & Personnel Committee to be in place "to provide a consultative and supportive agency for church staff and for members and adherents of the Pastoral Charge" and "to oversee the relationship between and among different church staff members with respect to their responsibilities and authority". Therefore the Bookkeeper will work through the Ministry & Personnel Committee to address any concerns regarding working conditions and assistance to resolve any conflicts which may occur between the Bookkeeper and other staff members, committee or member or adherent of the congregation in a prompt and confidential manner that respects all parties affected by the conflict.

**Bookkeeper**  
**Yearly Contract (Regular Part-Time)**  
*between*  
**North Street United Church Pastoral Charge**  
*and*  
**Contracting Party**

THIS AGREEMENT made this <sup>st</sup> day of \_\_\_\_\_, 2010

BETWEEN: The North Street United Church Pastoral Charge, Goderich, Ontario

and \_\_\_\_\_ of Goderich, Ontario

WITNESSES that the North Street United Church Pastoral Charge and the Contracting Party agree as follows:

***Position Profile for Bookkeeper Responsibilities becomes part of this contract***

The bookkeeper is hired as a contract employee of the North Street United Pastoral Charge. There will be no deductions from remuneration received for CPP, EI, IT or any other government taxes. The employee is responsible for making any government contributions. As a yearly contracted part-time employee no pension or health plan are being paid by North Street United Church.

A satisfactory, current, Police Records Check must be made available to the Ministry & Personnel Committee prior to hiring and at 5 year intervals for this contract to be in place.

1. **TERMS OF AGREEMENT:**

The North Street United Church Pastoral Charge agrees to engage the services of the Contracting Party upon the following terms and conditions:

- a) **Effective Date:** This contract commences March 1, 2010.
- b) **Term:** This agreement ends August 31, 2011. The regular contract period will be September - August inclusive.
- c) **Renewal:** The contract may be extended on a yearly basis upon the same basic terms and conditions by written notice from the Pastoral Charge except for payment terms, which shall be negotiated on an annual basis.
- d) **Payment:** North Street United Church Pastoral Charge agrees to pay the Contracting Party the sum of \$ \_\_\_\_\_, in total, per annum, to be paid monthly. This remuneration is based upon 4 hours work normally at the beginning of every second week.

2. CANCELLATION:

This agreement may be cancelled by either party upon thirty (30) full days notice in writing sent by ordinary mail addressed to:

for Pastoral Charge:

North Street United Church  
56 North Street  
GODERICH, Ontario  
N7A 2T4  
Attention: Chairperson of the Board

For Contracting Party:

GODERICH, Ontario  
N7A

Notice is considered to have been received five (5) days after mailing.

To evidence this Agreement, North Street United Church Pastoral Charge and the Contracting Party have signed it at Goderich, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

CONTRACTING PARTY

\_\_\_\_\_

NORTH STREET UNITED CHURCH

\_\_\_\_\_

Ministry & Personnel Committee on Behalf of Church Council