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## **Accountant**

### **Position Description**

The Canadian Pacific District of The Christian and Missionary Alliance (CPD) is a charitable organization and as such, it is essential that financial integrity be maintained through responsive, accurate, and timely administration of funds.

The Accountant is responsible for recording and maintaining financial transactions such as purchases, expenses, revenue, invoices, and payments.

### **Role and Responsibilities**

- Accounts Payable
  - Prepare payment vouchers
  - Post accounting entries
  - Print cheques and process online payments; set up EFT payments where possible
  - Pay and book monthly CPD staff Visa charges
  - Update vendor records
- Accounts Receivable
  - Post monthly benefits invoices prepared by the Benefits Assistant
  - Prepare and post miscellaneous invoices
  - Follow up on outstanding invoices
  - Deposit cheques received into bank accounts
  - Prepare and post remittance forms for cheques and online payments received
  - Update customer records
  - Maintain the church loan spreadsheets and ensure balances reconcile with sub-ledgers
  - Reconcile church loan balances with the churches as required
- Prepare monthly bank reconciliations for approval by the Director of Finance
- Maintain the General Ledger accounts, and make entries wherever necessary; calculate pre-paid expenses and post these entries
- Maintain the Fixed Asset and Amortization Register
- Payroll
  - Post ADP Payroll Reports
  - Check preliminary T4s at year end



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- Loan Development Fund (LDF)
    - Maintain and update the spreadsheet for the LDF deposits
    - Process and post withdrawals and deposits
    - Prepare biannual statements, letters, and interest cheques for mailing to individual depositors
    - Calculate and book accrued interests on a monthly basis
    - Reconcile LDF spreadsheet with the ledger for every new transaction
    - Prepare a spreadsheet with information on interest paid to each depositor for the auditor to prepare the T5 Forms
    - Update records of LDF depositors (address change, death, etc.)
  - Prepare Tax Receipts at year-end for donations received
  - Prepare T4As at year-end wherever necessary
  - Year-end Audit
    - Prepare various schedules and account analysis as requested by the auditor
    - Provide information to the auditor for preparation of the T3010 Annual Report
  - Prepare financial reports for DEXCOM meetings, Lead Team meetings, etc. as needed.
  - Create ad-hoc financial reports as needed
  - Calculate the GST rebate and prepare paperwork to be submitted
  - Document role with step-by-step instructions
  - Track budget vs actual spending for New Venture accounts and others as necessary
  - Review the Director of Finance emails on days they are not available and respond where possible
  - Assist the Director of Finance when required

### **Working Relationships**

Accountable to the Director of Finance.

