

Bookkeeper | Byron United Church

Job details

Hours/Wages: Average 7–10 hours per week, flexible from week to week / \$27-\$30 per hour

Location: 420 Boler Road, London, ON

Job type: Part-time

Position Summary: Fulfills the bookkeeping requirements of Byron United Church while maintaining professional standards of conduct and confidentiality.

Responsibilities:

- Accounts receivable and payable
- Deposits, records and receipts donations to appropriate church funds
- Deposits other revenues and records the transactions
- Manages reimbursements for personal expenses and processes bill payments
- Reconciles the bank accounts and Restricted Funds each month
- Prepares all internal financial statements including the year-end reports for the designated accountant and the Registered Charity Information Return for the CRA
- Prepares and submits the bi-annual HST rebate to the CRA
- Meets with designated accountant to review the prepared financial statements
- Serves as a resource in preparation of necessary financial documentation for church teams and Leaders' Board

Work Location:

- Works on-site at the church in an open office setting

Candidate requirements:

- Minimum of 2 years bookkeeping experience mandatory
- Detail-oriented individual with ability to multitask
- Demonstrates proficiency with computer skills, including Microsoft Office Suite (Word, Excel, Outlook)
- Experience with QuickBooks
- Displays strong verbal and written communication skills
- Works well with others as part of the ministry team

Contact us to apply

Byron United Church prides itself on being a family. This is reflected throughout the work environment and in our communications with all who use space within our church facility.

If you qualify, we encourage you to submit your resume to: byronuc@rogers.com by Friday, July 10, 2026.

Employment is conditional on a clear police record check.