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ROLE DESCRIPTION:

## ACCOUNTING ASSISTANT

Term:	Seasonal: Spring & Summer
Reports to:	Jacqueline Amosow, Accounting Manager
Enrollment Level:	CORE

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### Role Description:

Manage accounts payable and accounts receivable as well as general bookkeeping. Support with timely payments of vendors, Visa, expense reports, check request, etc. Work with cash counters and prepare bank deposit. As well as assist the Accounting Manager with other duties as needed.

### Accountabilities:

- Manage Accounts Payable & Accounts Receivable
- General bookkeeping
- Timely payment of vendors, Visa, expense reports, cheque requests, etc.
- Work with cash counters for offerings.
- Processing supplier invoices, entering daily revenue journal entries, reconciling accounts
- Cash counting
- Bank deposit preparation
- Assist the Accounting Manager with other duties as needed
- Compliance with all relevant government regulations, the MBC Child and Youth Protection Policy and Staff Handbook policies and procedures
- Assist with various MBC leadership roles such as duty manager, promotion/PR opportunities, etc.

### Qualifications:

- Some exposure to accounting theory and QuickBooks software recommended
- Some knowledge of various computer programs and registration software (Excel)
- Completed 2nd year Accounting Program
- Accounting work experience

### Additional Requirements:

- Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused; Detail Focused
- Quick on feet, quick responding and can handle crises.
- Able to communicate well on the phone
- Able to liaison effectively with guests and program participants;
- A heart for influencing youth & young adults to be passionate followers of Jesus Christ.
- Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,
- Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations
- Adherence to the MBC Statement of Faith & Doctrine

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## ACCOUNTING ASSISTANT

### Working Conditions:

- General office environment and physical working conditions. High stress conditions are likely to exist during peak program seasons (e.g. Summer Season). Works well under pressure.
- Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision and ministry of MBC and Camp Widjiitiwin regardless of their role or position.
- Weekend and evening work will be required from all staff.

Work hours:

- You can expect to work 5 days per week
- You can expect to work 8 hours per day
- You can expect to work 40 total hours (on average) per week.
- Early, late and split shifts should be expected.

### Spring Crew Service Roles – SLT & CORE

During the Spring (May & June) all SLT and CORE Spring Crew staff will assist in other departments to help prepare MBC for the arrival of our summer guests. SLT & Core staff may be asked to do any or all of the following roles. Program staff will be given a minimum of one day a week to plan for the summer.

**Maintenance/Building Projects:** A major part of Muskoka Bible Centre's responsibilities is to maintain our God given property and facilities, ensuring readiness for the spring and summer seasons. Expect hard work and fulfillment as you prepare the grounds and facilities for ministry.

**Housekeeping:** Helping the Housekeeping department prepare for and clean up after retreat groups includes tasks such as cleaning guest accommodations, setting up meeting rooms, cleaning washrooms and taking out the trash! Housekeeping plays an integral role in the delivery of great ministry.

**Food Services:** Our kitchen will be hopping in May and June with retreat groups during this busy season. Many of the students will serve in the Dining Room and on the Dish Crew alongside our full-time food service staff. We are known for our food and our warm & hospitable Dining Room service.

**Front Office and Campground Office:** CORE staff hired for these positions will spend most of their spring crew work hours in their department.

**Widjiitiwin:** CORE and SLT staff hired for these positions will spend most of their spring crew work hours in their department.

Outside of regular work hours, Spring Crew may be tasked with additional leadership opportunities. These may include organizing worship events, leading a small group, acting as Duty Manager for weekend groups, or similar tasks.