southviewchurch

Accounting Assistant

Southview Church is a large, multi-ethnic, and multi-generational church located in Calgary's deep south, with a deep passion for leading people to know, love, and follow Jesus. Our church has a rich legacy of seeing lives transformed by the life-changing message of Jesus and people equipped and sent to live out His mission, both locally and globally.

We are committed to making disciples who grow in their faith, live in unity with one another, and reflect the love of Christ through serving and caring for others. Our heart is to see people discover how God has uniquely positioned them in their families, workplaces, neighbourhoods, and communities, and confidently share the story of Jesus wherever life takes them.

The Accounting Assistant is responsible for providing administrative and accounting support to the Accounting Manager. Working under the direction of the Accounting Manager, the Accounting Assistant works to ensure financial transactions are processed accurately, efficiently, and in accordance with established policies and procedures. This position contributes to the effective stewardship of Southview's financial resources and supports the church's mission and ministry.

What you get to do:

- Accounts Payable
- Cheque processing
- Weekly offering and miscellaneous deposits
- Offering envelope administration
- Monthly Accounting Responsibilities
- Accounting & Administrative Support
- Mission Trip accounting support, as needed
- Annual Accounting Responsibilities
- Assist with annual budget preparation
- Assist with year-end accounting and administrative activities as assigned
- Perform other accounting and administrative duties as assigned by the Accounting Manager
- Maintain strict confidentiality of financial, donor, employee, and other sensitive information
- Follow established financial controls, policies, and procedures

southviewchurch

Who you are:

- Contribute as part of a collaborative Operations team that sees its work as more than completing tasks, recognizing the important role it plays in advancing and supporting the mission and ministry of Southview Church.
- Experience in an accounting environment is a bonus, but not essential.
- Demonstrates experience in handling sensitive and confidential information, with a strong understanding of the importance of discretion, confidentiality, and appropriate handling of such matters.
- Proficiency with Microsoft Office – MS Teams, OneNote, Outlook, Word, and SharePoint.
- Excellent communication skills, with a friendly and positive attitude.
- Self-motivated, action-oriented with a commitment to creativity and problem-solving.
- A collaborative and adaptable team player who is willing to step in, offer support, and assist wherever needed to help the team succeed.

This is a permanent part-time position of 15-20 hours per working week. Please submit your resumé and cover letter to mary@southviewchurch.com

We would like to thank everyone for their application; however, only those being considered for an interview will be contacted.