

# Nelson United Church

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## BOOKKEEPER/PAYROLL CONTRACTOR

March 7, 2022

**SUMMARY:** This contract position requires approximately 12 – 14 hours per month. It is expected that the contractor will work from their home office; however, it is possible to provide these services in the Church office. Ongoing liaison with the Church's Office Administrator, Donations Manager, and Treasurer is required.

### CONTRACT DELIVERABLES:

1. Maintain a chart of accounts, general ledger, program budgets, various funds, and financial filing system for the Nelson United Church, using an up-to-date, reputable accounting software program.
2. Complete all Accounts Payable and Accounts Receivable in a timely manner.
3. Complete mid-month pay advances and monthly payroll through the ADP service.
4. Track staff leave entitlements.
5. Prepare financial reports for Nelson United Church Treasurer on a monthly basis, or as requested, in a format determined in collaboration with the Treasurer.
6. Prepare year-end financial statements for the Treasurer, Annual Report, UCC Statistical Information Return and CRA Charities Return.
7. Assist the Treasurer in preparing the annual budget.
8. Review T-4 and T4-A (scholarship) slips and distributing to employees and recipients.
9. Prepare and submit GST rebate applications twice a year.
10. Advise the Treasurer of any areas of concern in the finances of the Church.
11. Make any necessary bank deposits and reconcile monthly bank statements.
12. In collaboration with the Treasurer, file the Church's annual report to the BC Registrar of Societies, including the annual fee.

### OTHER CONTRACT REQUIREMENTS:

1. Exercise a high standard of care, skill and diligence in the performance of this Contract.
2. Obtain and provide proof of appropriate and adequate professional liability insurance and WorkSafe BC coverage.
3. Protect the privacy of the Church and its associates by treating as confidential all information or material supplied to or obtained by the Contractor as a result of this Contract
4. May not subcontract any part of this work to another party without the permission of the Church.

### CONTRACT PRICE AND TERM:

Compensation is negotiated between the Contractor and the Church Ministry & Personnel Committee. Contract is reviewed annually and may be renewed annually based upon performance and mutual agreement.

**CLOSING DATE FOR PROPOSALS:** Friday, April 8, 2022

**Position starts** April 25, 2022

**SUBMIT PROPOSALS (including background, experience, approach, and contract price) TO:**

Jody Dudley, Ministry & Personnel Committee  
Nelson United Church  
[dudley@mac.com](mailto:dudley@mac.com)