

Job Posting: Bookkeeper

Location: Non-Remote work at Ebenezer Baptist Church, Saskatoon

Position Type: 30 to 40 hour Full-time (to be discussed)

Reports to: Finance Director

About Us

Ebenezer Baptist Church is a vibrant, multi-congregational ministry committed to changing lives through the gospel discipleship. We're seeking a detail-oriented, trustworthy bookkeeper who loves people, supports ministry, and brings excellence to financial stewardship.

Role Summary

As Bookkeeper, you'll support our Finance Director by managing day-to-day financial operations across our main congregation, partner ministries, and preschool. Your focus will be donation tracking, bank reconciliations, and accounts payable, freeing up leadership to focus on ministry.

Key Responsibilities

Revenue Cycle (Primary Focus):

- Weekly enter and reconcile donations from various sources (cash, credit, e-transfer) to bank
- Maintain donor profile records and respond to inquiries
- Prepare reports and assist with bank reconciliations
- Issue annual charitable receipts and audit schedules

Purchase Cycle (Secondary Focus):

- Record vendor invoices, recurring charity payments and staff expense reports, prepare cheques
- Reconcile corporate Visa transactions and aged trial balances
- Support annual audit preparation

Skills & Tools

- Strong attention to detail and accuracy
- Proficient in QuickBooks Online and Office 365 (Excel, Teams)
- Ability to problem solve and troubleshoot reconciliations independently

- Comfortable with spreadsheets, data entry, and document management
- Experience with fund accounting & church management systems is an asset

Qualifications

- High school diploma plus business/accounting training
- Minimum 2 years bookkeeping experience or completion of basic accounting coursework
- Fluent English communication (written and verbal) & eligible to work in Canada

Faith & Character Requirements

- Must be a follower of Jesus Christ and eligible for church membership
- Committed to confidentiality, integrity, and teamwork
- Supportive of the church's mission and values

How to Apply

Please send your resume and a brief cover letter outlining your experience, references and faith journey to chet@ebenezerbaptist.ca on or before January 4, 2026. Applications may be reviewed on a rolling basis until a suitable candidate is found.

Remuneration

Starting wage of \$25/hr or possibly higher commensurate with education & experience plus benefits and pension.

More About Ebenezer

Ebenezer Baptist Church is a vibrant and growing church with a rich history of ministry. Our average weekly attendance is approximately 1000 each Sunday with a median age of about 35. We are especially blessed to have many young families, college students, young people and children who call Ebenezer their home; including in-person and our online community, we have approximately 1500+ people in our church family.

We highly value our local community and have been an active participant in it. We also are committed to reaching the nations in Saskatoon and have four partner congregations (Arabic, Korean, Nepali, and the House For All Nations) and a growing Ukrainian community.