

## Accounting Assistant

### Position Summary:

The Canadian Baptists of Atlantic Canada are looking for an **Accounting Assistant** to provide support in our Finance Department. You will be responsible for processing and recording CBAC accounts payables and receivables, payroll and banking, month and year-end and audits as well as other related transactions for the CBAC and CBAC partner organizations. You will need to be comfortable and able to deal with banking institutions and other outside agencies. Our expectation for this position is accuracy and efficiency, knowledge and timely execution of responsibilities along with a pleasant and friendly demeanor. A high degree of comfort with accounting software and Excel spreadsheets with the ability to learn and adapt quickly. This position includes participating in the yearly CBAC Assembly – Oasis, as well other assigned tasks. To be successful, the candidate will need to have a high degree of confidentiality, excellent organizational skills and accuracy, good constituent relations, responsible, proactive, collaborative, meet deadlines, have exemplary time-management and planning skills and communicate effectively. Our ideal candidate will have a knowledge of the CBAC and be familiar with its scope.

The Responsibility Level of this position is Organizational Support.

This is a full-time position located at the CBAC office in Moncton, NB. This position reports to the Director of Finance under the direction of the Executive Minister. Salary to be negotiated.

### Desired skills and experience for a preferred candidate:

1. In-depth knowledge and experience in the day-to-day accounting and finances of an organization, experience with data entry, record keeping and accounting software;
2. Good working knowledge of MS Office including Excel, Word and Outlook; willingness and ability to learn new programs as needed;
3. Undergraduate degree in Accounting or related fields preferred though a combination of experience and education will be considered;
4. Three years' related experience;
5. Strong knowledge of generally accepted accounting principles;
6. Evidence of a Christian conversion; demonstrated life lived in keeping with biblical standards through local church involvement;
7. Demonstrated ability to communicate respectfully and professionally with a broad base of individuals, churches, organizations, etc.;
8. Collaborative, strong accuracy and attention to detail, excellent organizational skills, team player, high degree of discretion and confidentiality, can prioritize & coordinate multiple projects, can work independently, teachable.

### The candidate must:

- Be willing to sign the Covenant of Christian Workers document and a confidentiality document as conditions of employment,
- Understand that the interviewing process will include background/reference checks & may include pre-employment assessments.



CANADIAN BAPTISTS  
OF ATLANTIC CANADA  
Joining God in Our Neighbourhoods

### **About Canadian Baptists of Atlantic Canada**

Believing that a relationship with God through the death, burial and resurrected life of Jesus Christ, is the only effective way for real change to occur in the lives, homes and communities of Atlantic Canadians, some churches joined together over a 100 years ago, in a mission partnership to more effectively communicate and minister to Atlantic Canada and the world. This CBAC partnership has resulted in impactful ministry far beyond our size, both overseas through CBM and in Atlantic Canada through Crandall University, Acadia Divinity School, the Baptist Foundation, and many other daughter organizations. Ours is a grass-roots movement with the office of the CABC implementing ministry determined by the decision of CBAC churches in a variety of ways including the development of standards of practice, certification programs, face-to-face networking opportunities, leadership development, conferences, and so much more. Our mission is to join God in changing Atlantic Canada, one neighborhood at a time. We are a non-profit charity associated with Canadian Baptists across Canada.

**How to apply:** Those interested in applying are invited to contact CBAC Human Resources only by the following method: Email a complete Resume including at least three(3) reference contacts (name, title, phone number & email-no reference letters will be accepted) to: [humanresources@baptist-atlantic.ca](mailto:humanresources@baptist-atlantic.ca)

**Important note:** To ensure that your resume is successfully submitted, please put a cover letter, resume and any other information in ONE document and use a unique file name such as "yourname.pdf". For security reasons we will only accept PDF files. Always include the job title in the subject line of e-mail submissions.

**Deadline for applications:** If you are interested in applying for this position, your resume should be received by end of business day (5:00 pm), September 28, 2018. For selected candidates, interviews will be conducted in October.