

Full Cycle Bookkeeper

OVERVIEW

This is a part time role responsible for all bookkeeping tasks at Stony Plain Alliance Church (SPAC). You will work closely with the Director of Operations to help maintain accurate and up-to-date financial records and transactions.

SPAC is a church community dedicated to the vision *fullness of life for everyone by practicing the way of Jesus together*. Rooted in the Stony Plain region for more than 85 years, SPAC is a registered charity with eight full-time staff, four part-time staff and an annual income of over \$1 million.

Hours: 10-15 hours/week, days to be determined

Pay Rate: to be negotiated

Start Date: February 23, 2026

ROLE SPECIFICS

- **Income** | Account for all incoming funds that are received through a variety of sources (cash, cheque, debit, credit, online giving, text-to-give and e-transfer) in Planning Centre and Quickbooks Online.
- **Expenses** | Enter bills weekly and issue payments bi-monthly (online with PayEdge). Record and make payment for all visa transactions (RBC online and Quickbooks Online).
- **Payroll** | Gather timesheets from hourly employees, work with the Director of Operations in preparing all hours and payroll detail to supply to Dayforce monthly.
- **Reports** | Generate reports - weekly giving and attendance stats, monthly financials for the Board of Elders, semi-annual budget verses expense summaries for the Western Canadian District, event income information as needed, semi-annual congregational meeting financials.
- **Reconciliations** | Reconcile bank accounts and visa statements monthly
- **Income Tax Receipts** | Prepare and distribute annually.
- **T3010** | Support the contracted accounting firm in preparing the annual T3010.
- **T4A, T1223** | Prepare and distribute annually.
- **GST & WCB Returns** | Complete and submit semi-annually.

QUALIFICATIONS

Minimum of 5 years' experience with full cycle bookkeeping is required. Preference may be given to internal applicants and/or those who have charity bookkeeping experience.

Please submit your cover letter and resume to info@spaonline.com, attention Emalee Lane, by February 11, 2026. We thank you for your interest, however only selected applicants will be contacted.