St. John's Evangelical Lutheran Church

6525 Okanagan Landing Road Vernon, BC V1H 1M5

Job Title: Book Keeper (Part-time)
Organization: St. John's Evangelical Lutheran Church
Location: 6525 Okanagan Landing Road, Vernon B.C.

St. John's Evangelical Lutheran Church is a growing congregation looking for a reliable and detail-oriented Bookkeeper to manage our day-to-day financial records and support accurate reporting for the financial operations for St John's. This role demands strong organizational skills, effective communication abilities, and strong attention to maintaining accurate financial records.

Key Responsibilities:

Accounts Payable

- Timely payments to suppliers, vendors and other payees

Payroll

- Calculate and record payroll transactions
- Timely distribution of payroll to all employees
- Timely remittance of taxes to regulatory bodies
- Record and distribute employee expense reimbursements

Month End Close

- Record all bank transactions
- reconciliation of bank and other General Ledger accounts
- Prepare and post month end journal entries
- Capital asset record keeping
- Oversee the reconciliation of the Contributions
- Month end financial reports & balance statements

Other

- Ad hoc reporting and projects as approved by the Treasurer or Finance Committee
- Support for year end reporting (T4s, Charities Info Return, Charitable Receipts, etc.)
- Support for annual audit as directed by council Periodic GST reporting
- Administration of the accounting system
- Ability to learn the PowerChurch Plus accounting software
- Other software includes MS Office, email, Google Drive

What we Offer

- Flexible working hours (if applicable)
- Up to 20-30 hours/month
- $25/hour

How to Apply:

Please submit your resume and a brief cover letter to hiring@stjohnsvernon.ca by Thursday January 15, 2026.