

BOOKKEEPER

Position Overview

Central Heights Church is seeking a skilled and detail-oriented Bookkeeper who is a strong team player with a passion for helping people experience the transforming power of the Gospel. This role supports the financial health of the church through accurate bookkeeping, clear processes, and collaborative relationships. If you love working with numbers, systems, and people; and you thrive in an organized, mission-driven environment - this role may be a great fit.

The logo for Central Heights Church, featuring the text "central heights church" in white lowercase letters on a dark green rectangular background.

Who You Are

You love to interact with people and enjoy work that involves detail, procedures, and organization. You are efficient, proactive, and self-motivated, with a strong foundation in bookkeeping practices. You're comfortable juggling multiple priorities while maintaining accuracy, timeliness, and positive working relationships with staff, volunteers, and external contacts.

You enjoy working on a team that values collaboration and personal responsibility, and you bring a positive, "can-do" attitude to challenges. You are trustworthy, calm under pressure, and known for your ability to build strong, respectful relationships.

Key Responsibilities

- Perform day-to-day bookkeeping functions with a high level of accuracy
- Maintain organized financial records and ensure timely data entry
- Work with established procedures while contributing to process improvements
- Use Sage and Microsoft Excel to manage and report financial information
- Communicate clearly and professionally with internal and external stakeholders
- Handle confidential information with discretion and integrity
- Support the finance team in meeting deadlines and ministry needs

Qualifications & Experience

- Minimum 2 years of bookkeeping experience (non-profit experience preferred)
- Strong working knowledge of Sage accounting software
- High proficiency in Microsoft Excel (and general Microsoft Office tools)
- Excellent attention to detail and ability to multitask
- Strong verbal and written communication skills, with the ability to adapt style to different audiences
- Proven ability to manage time effectively, exercise good judgment, and take initiative
- Comfortable working under pressure while maintaining accuracy and professionalism

Personal Attributes

- Passion for the mission and values of Central Heights Church
- Friendly, professional, and service-oriented
- Trustworthy and dependable
- Creative problem-solver with a high standard of excellence
- Able to manage stress well and maintain a healthy work-life balance

Why Work at Central Heights Church

You'll be part of a collaborative, supportive team that values faith, integrity, and excellence. Your work will directly support ministry and help enable life-changing impact in our church and community.

Part-time: minimum 3 days per week

Wage Range: \$28-35/hr

How to Apply:

Please submit your resume and a brief cover letter explaining your qualifications and your interest in this role to jobs@centralheights.ca.