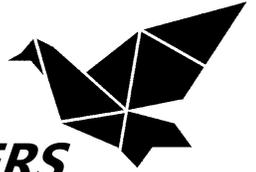


Posting

Bookkeeper

**LIVING
BIBLE
EXPLORERS**



Walking with Winnipeg's inner city youth since 1969

Living Bible Explorers (LBE) is a non-denominational Christian charity that is committed to helping children, youth and their families become productive, responsible and spiritually mature individuals. This goal is accomplished through building of relationships between individuals and LBE's staff and volunteers within a safe environment, sharing God's love through life witness and the gospel of the Lord Jesus Christ.

The bookkeeper performs primarily a support role, responding to the financial needs and requirements of LBE staff and program needs, assisting the Executive Director in maintaining the financial integrity of the organization. We are seeking a prayerful, faith filled worker that will become a permanent and passionate member of our team.

Responsibilities of the position include (but are not limited to):

- Recording daily financial transactions including preparing deposits
- Verifying transactions and completing the payables/receivables process
- Verifying pay information for staff and payroll services
- Completing government reporting requirements (as necessary)
- Preparing financial reports for the Executive Director/Board of Directors
- Completing and distributing year end donation receipts
- Assisting with annual audit information requirements

Qualifications include;

- Formal training and/or significant experience in bookkeeping
- Familiarity with one or more software accounting packages
- Experience in the non-profit sector would be an asset

Additional notes:

- The successful candidate will be required to raise personal prayer and financial support and will be expected to participate in one of LBE's ministry programs.
- All staff are required to indicate agreement with the ministry Statement of Faith.
- Successful candidate must pass Child Abuse Registry Check and Police Information & Vulnerable Sector Check.
- This would normally be a full-time position, however, for the successful candidate LBE would be willing to discuss a reduced work schedule as necessary.

A more detailed job description is available upon request – contact office@livingbibleexplorers.com