



POSITION POSTING

Position title:	Accounting Clerk
Position status:	Full time
Ministries:	Administration Committee
Reports to:	Church Board
Direct reports:	Administration Manager
Salary range:	\$47,000 to \$53,000 (to be confirmed)
Vacancy status:	Backfill
Posting Date:	May 15, 2026
Application deadline:	May 28, 2026 or until filled

SCBC the Church

Scarborough Chinese Baptist Church (SCBC) is a vibrant trilingual (Cantonese, English, Mandarin) multigenerational church with about 1,700 members. We are located in Scarborough (within the Greater Toronto Area) which is one of the most dynamic and multicultural areas in North America. We strive to serve the local community and beyond, seeking to be a blessing to all peoples.

Please visit our website at www.scbc.com

Position Overview

SCBC seeks an Accounting Clerk to manage and oversee the day-to-day accounting functions and financial procedures, monthly financial reports, budgeting and annual audit to satisfy internal and external compliance requirements; and provide administrative support to the general office work load.

The incumbent is someone familiar with managing a full set of accounting records, including bank reconciliations, accounts payable and receivable, audits, payroll and budget preparations. This position requires the ability to work both independently and cooperatively with the Finance Team (including the church’s appointed Treasurer and Accountant), ministry leaders, staff members and volunteers, and reports directly to the Administration Manager.



Responsibilities

1. Conduct the following procurement, finance, banking and accounting functions, including but not limited to the following

- Process internal and external payment requests and assist in monitoring their accuracy
- Keep accurate records for all daily transactions, track bank deposits and payments
- Record accounts payable and accounts receivable
- Input information to payroll software (Powerpay by Dayforce), and assist with taxable benefits' calculation and other payroll-related duties
- Perform monthly reconciliations of bank statements & credit accounts including online donation
- Prepare monthly, quarterly and annual financial reports
- Prepare WSIB, EHT and similar filings, as applicable

2. Direct and manage accurate completion of the following functions

- Good command of QuickBooks and ensure proper recording
- Review monthly bank reconciliation for any long outstanding cheques and follow up on the clearance or cancellation
- Review monthly budget versus actual financial reports, analyze accounting records to assess accuracy & completeness and provide explanations for any fluctuations or discrepancies from the budget
- Prepare year-end adjustments & accounting schedules for annual audit, and work with the external auditors
- Prepare and file for GST/ HST rebate
- Prepare the annual non-profit organization information return for CRA
- Main contact person for CRA related to GST/HST rebate and annual non-profit return
- Supervise the record & update of the capital asset inventory listing
- Assist with budget preparation and participate in financial audits
- Review and implement financial policies and procedures
- Provide support to office staff on accounting matters

3. Carry out but not limited to the following functions and support the Church Board on governance and compliance matters

- Ensure accounting policies and procedures comply with legal and regulatory requirements
- Assess risks and controls, and evaluate policy effectiveness



- Verify assets and recommend safeguards for protection
- Conduct compliance audits and required reporting
- Prepare policies, guidelines, and board reports
- Coordinate training and workshops if needed
- Monitor and analyze implications of changes in government and tax regulations and rules applicable to non-profit organizations

4. Assist with office administration needs

- Gather ministry information and coordinate with volunteer leaders for ministry support
- Assist with editing, translation, design, communication, printing, and posting needs
- Other work assigned by the Administration Manager

Qualifications

- Solid knowledge of financial and accounting best practices and procedures
- 5 years of proven work experience in a similar role
- Experience with using financial and payroll software, e.g. QuickBooks, Powerpay by Dayforce, and possess excellent skills in Excel
- Knowledge of financial regulations, CRA rules for a non-profit organization
- Excellent analytical and numerical skills
- Sharp time management skills, and multi-tasking ability
- Strong ethics, with an ability to manage confidential data
- Bachelor's degree or post-secondary diploma or certificate majoring in accounting and finance
- Excellent organizational and administrative skills
- Excellent communication skills and good command of written and verbal English and Chinese
- Excellent interpersonal skills – able to address issues, members' concerns and event organizers in a professional manner
- Exhibit critical thinking in a team environment, ability to work collaboratively with others
- Spiritually mature believer in a growing relationship with Jesus Christ, with a passion for the local church and the wider kingdom of God



How to Apply

1. Please provide a cover letter and your resume with the position name, your name, as the email subject title.
2. Send to: admin@scbc.com and must be submitted before 5:30pm, May 28th, 2026

* Should you require a disability-related accommodation in order to participate in the recruitment process, please contact Mr. Paul Ho at pho@scbc.com

Additional Information

- We appreciate your interest in this position, but only those selected for further consideration will be contacted.
- Applications will be considered on an ongoing basis. Applicants are advised that the position may be awarded in advance of the May 28th, 2026 application deadline; please apply at your earliest convenience.
- Applications will be kept on file confidentially for a period of time after the selection process is complete.
- Misrepresentation or failure to disclose accurate information will result in your disqualification from this or any future job selection processes.
- Scarborough Chinese Baptist Church is an equal opportunity employer and encourages applications from qualified people with disabilities, members of visible minority groups and women.