



FINANCIAL ACCOUNTANT

The Billy Graham Evangelistic Association is well known for the powerful evangelism and outreach ministry of our founder, Billy Graham. His mission is our mission: "Proclaiming the Gospel of the Lord Jesus Christ to all we can by every effective means available to us, and equipping others to do the same."

The Billy Graham Evangelistic Association of Canada is seeking an experienced **Financial Accountant** who will support the Director of Finance in performing key functions such as processing accounts payable, assisting with the preparation of reports for internal users of financial information, and other related tasks that support the overall efficiency of the Finance Department. As an integral member of the Billy Graham Finance department, this role will help the Billy Graham Evangelistic Association of Canada carry out its mission and objectives through participation in daily prayer ministry. The successful candidate will fulfill a full time, permanent contract position in the Calgary head office. This position includes benefits of life insurance, medical/dental and short term/long term disability, RRSP contributions (after 1 year of employment), and 15 days of vacation per year to start.

Key responsibilities include but not limited to:

- Monitor and manage adherence to internal controls
- Accurately manage information and records
- Analyze financial information as required
- Prepare and enter journal entries as required
- Process supplier invoices and payments; process employee expense reports
- Collaborate with other departments to meet finance department needs
- Prepare bank and credit card reconciliations
- Act as back-up to primary payroll preparer

Qualifications:

- Qualified applicants should be committed to Christian values and precepts and be in agreement with the Billy Graham Evangelistic Association of Canada's Statement of Faith.
- Under graduate degree or diploma in a related field (Business Administration, Accounting)
- Minimum 2 years' of relevant accounting experience; accounts payable experience is an asset
- Proficient in Microsoft Office Suite, with advanced knowledge in Excel
- Strong attention to detail
- Excellent written and verbal communication skills
- Work effectively to serve, individually and as part of a team, in a fast-paced environment with competing priorities
- Proficiency in accounting methods, proper internal control practices and financial systems will be an added advantage

Note: Staff must be in agreement with the Billy Graham Evangelistic Association's Statement of Faith and be committed to Biblical values, precepts and conduct. We thank all applicants for their interest; however, only qualified candidates will be contacted for an interview.

No phone calls please.



Always Good News.

Contact Information:

To respond to this opportunity, please forward your resume together with a cover letter detailing your passion for Christian ministry employment to:

Attention: Human Resources
20 Hopewell Way NE, Calgary, AB T3J 5H5
Email: employment@bgea.ca

Application Deadline: Open until a suitable candidate is selected.

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