



FINANCIAL ACCOUNTANT

Are you passionate about numbers and meticulous about financial details? We're on the lookout for a talented Financial Accountant to join our team and help drive our financial operations to new heights!

The Billy Graham Evangelistic Association of Canada (BGEAC) 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."

As the Financial Accountant, you will play a crucial role in managing essential accounting activities, including accounts payable, bank account analysis/reconciliation, and general ledger management. As an integral member of the Finance Team, this individual is expected to perform in a professional manner and deliver high quality outcomes and will help BGEAC carry out its mission and objectives through participation in daily prayer ministry.

The successful candidate will hold a full-time permanent position in the Calgary head office with comprehensive health benefits, life insurance, and medical/dental and short-term/long-term disability benefits. This position also includes RRSP contributions after one year of employment and 15 vacation days per year to start.

Join our team and be part of an organization dedicated to spreading the Gospel of Jesus Christ. If you are committed to excellence in finance and passionate about serving in a Christian environment, we want to hear from you!

Key responsibilities include but are not limited to:

- Processes supplier invoices, payments, and employee expense reports with accuracy and timeliness
- Reconciles bank and credit card statements, ensuring financial integrity
- Prepares monthly bank reconciliations for all accounts, and liaises with Donor Services regarding donation handling issues that are reconciling items
- Prepares and reconciles month end financial reports
- Manages semi-monthly payroll and administers employee benefits
- Assists in annual budget preparations
- Facilitates month-end and year-end close processes, including the annual audit.

Qualifications:

- Qualified applicants must be committed to Christian values and precepts and be in agreement and compliance with the BGEAC Statement of Faith
- Degree in Accounting or a related field
- Minimum of 3 years as a Financial Accountant or similar role
- Administrative experience an asset
- Competent in the use of Microsoft Office Suite – Excel software in particular
- Proficient in accounting methods, proper internal control practices and financial systems
- Familiarity with government requirements and regulations for charities
- Maintain confidentiality of records and information

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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