

**GCF is currently seeking to fill the following position:**

**Job Title:** Accounts Payable Clerk  
**Location:** British Columbia Office, Abbotsford, BC  
**Reports to:** Accounting Team Lead, President/CEO

**About Us:**

The Great Commission Foundation (GCF) gives you an opportunity to be involved in the most meaningful work there is – helping to fulfill the Great Commission of Jesus Christ. GCF is a foundation registered with the Canada Revenue Agency for charitable purposes. Our charitable mandates include the advancement of the Christian faith, the advancement of education, and the relief of poverty. We work exclusively with Christian ministries and projects in a dynamic cooperative relationship. Our Agents (ministry projects) engage in outreach activities and provide personnel on the mission field, while GCF provides the administrative foundation to operate with integrity and transparency. At GCF we work to simplify admin and strengthen ministry by providing donor, administrative, and compliance expertise to projects around the world.

**Position Overview:**

The Accounts Payable (A/P) Clerk at GCF is responsible for meticulously collecting and accurately entering data from various sources. This role involves verifying, posting, and securely filing confidential information. The A/P Clerk plays a crucial role in ensuring the precise recording of all financial transactions at GCF. Due to the unique fund accounting management requirements of GCF, this position demands a high level of attention to detail. The ideal candidate enjoys data entry, is detail oriented, and is an effective problem solver.

**Main Responsibilities & Activities:**

- Preparing and processing all payments via EFT, wire, cheque, or bill payment.
- Prepare Journal Entries, both regular and occasional.
- Clear Advances.
- Tracking and processing a high volume of payments with various deadlines.
- Ensure all proper processes are followed.
- Import and/or export data between different software. Verify accuracy and completeness of data.
- Respond to Ministry Account Advisor inquiries, contributing to good customer relations through problem solving.
- Perform related clerical duties including data entry, maintaining file and record systems, scanning, and emailing.
- Assist with year-end audit by providing required documentation.

**Knowledge, Skills & Abilities:**

- High school diploma or GED required.
- Knowledge of bookkeeping & accounting principles and experience is an asset.
- High level of accuracy and attention to detail is essential.
- Self-starter capable of working independently with minimal supervision.
- Effective problem solver and team player who enjoys learning and contributing to team goals.
- Proficient in relevant computer applications such as MS Office Excel.
- Accurate keyboard skills and ability to enter data at the required speed.
- Planning and organizing.
- Information collection and management.
- Ability to work under pressure.

**Only qualified candidates of interest will be contacted.**

Interested individuals should forward a pdf of their resume with cover letter to: [hr@gcfcanada.com](mailto:hr@gcfcanada.com)