

**New Westminster Evangelical Free Church  
Church of All Nations (NWCOAN)**

“Our mission is to live as everyday Disciples”

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**Job Posting 2026-04-20  
Bookkeeper & Administrative Assistant**

This position provides administrative and bookkeeping support that helps keep the church running smoothly. By helping manage the day-to-day operations and resources, the role supports the church’s mission and allows our leadership team and volunteers to focus on ministry and serve our community.

**Responsibilities**

- Maintain accurate financial records, including data entry and account reconciliations
- Process accounts payable and accounts receivable
- Prepare invoices, expense reports, and payment documentation
- Process payroll, benefits and maintain related records as applicable
- Assist with monthly and year-end financial reporting
- Ensure compliance with financial controls and policies
- Assist with all bookkeeping tasks
- Provide general administrative support
- Manage correspondence and document filing (digital and physical), review and handles when appropriate, and/or redirects to appropriate person
- Maintain office records, templates, and shared documents
- Assist with purchasing, vendor coordination, and office supplies
- Coordinate meetings, prepare agendas, and take meeting notes when needed
- Support onboarding and offboarding administration
- Respond to general inquiries and act as a point of contact for the office
- Other related duties as assigned

**Experience and Skills**

Post-secondary education in Accounting or Finance or Office Administration diploma or an equivalent blend of education and experience.

**Accountability and Reporting**

In keeping with the church’s commitment to integrity and faithful stewardship, the Bookkeeper & Administrative Assistant is entrusted with sensitive and confidential information, including financial records, personal information, and internal church matters and is expected to always uphold strict confidentiality and discretion.

This position work closely with the Board of Directors and reports to the Pastor.

**Salaried Support**

- This contract is part time: 15 hours a week
- Compensation: \$1,950 per month
- Vacation: 4% vacation pay in lieu, as per BC Employment Standards
- Benefits: This position does not include extended health or dental benefits due to its part-time nature
- Job Location: On-site

**Application**

- Please email your resume, cover letter and 2 references to: [nwcoan.board@gmail.com](mailto:nwcoan.board@gmail.com)
- Criminal Record check required if hired

**This posting will remain open until the position is filled**