



CAREER OPPORTUNITY

BOOKKEEPER

WHO WE ARE

BFM Foundation Canada is a national Christian charitable organization with more than 50 Mission Thrift Stores across Canada, which are staffed primarily by dedicated volunteers. The net revenue proceeds from all Mission Thrift Stores are devoted to the joint Ministry of Bible League Canada and BFM Foundation Canada. These funds are used to establish adult literacy programs, provide church planter training, and children's ministry programs in more than 40 countries around the world.

WHY WORK HERE

Join a dynamic team of passionate, mission-focused individuals who are united by a shared purpose: supporting our joint Ministry with Bible League Canada. At BFM Foundation Canada, you will have the opportunity to work in a Christ-centered environment where your contributions help transform lives around the world through the Living Word of God. We value integrity, collaboration, and continuous growth, and believe in recognizing and celebrating the people who make our mission possible. If you are looking for meaningful work with a purpose, you will find it here!

PURPOSE OF THE POSITION

The Bookkeeper plays a key role in maintaining the financial records at BFM Foundation Canada by carefully recording the day-to-day transactions across the various Mission Thrift Stores that we support. This involves posting journal entries for all financial activities and reconciliations for the assigned stores to ensure that we have accurate record keeping and timely reporting of each store's financial statements. This position not only aligns with our organizational policies, but also contributes to our larger mission by promoting transparency and accuracy in financial management. Ultimately, the Bookkeeper's work helps ensure the smooth operation of our stores, enhancing the positive impact that we have in our community.

The Bookkeeper reports to the Director of Finance.

PRIMARY ACTIVITIES

- Communicate with Store Managers and/or Store Board members.
- Process accounts receivable/payable in a timely manner.
- Maintain vendor database and communications with vendors.
- Prepare cheques and payments.
- Reconcile and balance all cash accounts monthly.
- Collect and remit sales taxes.
- Ensure receivables are collected promptly.
- Maintain a complete and comprehensive electronic filing system to support financial records, including filing source documents for all journal entries recorded.
- Preparing trial balances.
- Prepare financial reports for Store Boards and the BFM Finance team.
- Assist with audits.
- Store-related payroll processing.
- Providing reports from financial systems as required to the Finance team and Store Boards.
- BFM Foundation Canada's and related entities' bookkeeping, as needs arise.
- Ad hoc tasks, administration, or analysis.

QUALIFICATIONS

- Bookkeeping Certification and/or post-secondary education in Accounting, Finance, or a related field.
- Minimum of three years' experience in full cycle Bookkeeping and/or Accounting role(s).
- Proficiency in Accounting software is required, with experience in Sage Intacct, Sage 50, and QuickBooks especially being an asset.
- Knowledge of GAAP and procedures.
- Knowledge of data management and financial data analysis.
- Excellent planning and organizing skills.
- Strong attention to detail.
- Problem solving and analysis abilities.
- Excellent written and verbal communication skills.
- Demonstrates confidentiality, professionalism, and integrity.

WORKING CONDITIONS

The Bookkeeper will be required to work under the following conditions on a regular basis:

- Sitting – Remaining in a seated position for long periods of time.
- Continuous use of a computer, keyboard, mouse, and phone.
- Driving – Operating a personal passenger vehicle.
- Some travel within Canada and some overnight stays are required.
- Hybrid Work Arrangement – The ideal candidate will reside within commuting distance of the BFM Foundation Canada Support Centre in Newmarket, Ontario, and be available to work onsite as required. The role involves a minimum of one day per week at the Support Centre, with the possibility of working remotely up to four days per week. While remote work is an option, preference will be given to candidates located in the local area.

CULTURE

As a member of the BFM Team, the Bookkeeper will actively contribute to and uphold the following values:

- **Christ-Centered** – All our discussions and actions reflect our faith and belief that Christ is the center of this Ministry.
- **Volunteerism** – We celebrate the success of Mission Thrift Store is driven by volunteerism.
- **Joint Ministry with Bible League Canada** – We have a mandate and desire to financially support Bible League Canada's global ministry.
- **Integrity** – We are consistently truthful and honest in all our actions, reflecting uncompromising adherence to Godly principles and values.
- **Sustainable Growth** – We believe that responsible, stewardly, and sustainable growth is an integral element to the long-term success of our organization.
- **Innovation** – We consistently and earnestly strive to be adaptable to new and efficient business processes and ideas.

WHAT WE OFFER

- Be a part of sharing the love and hope of Jesus Christ within your community and around the world.
- Attractive compensation.
- Health, Dental, and Vision Benefits.
- Learning and Development Benefits.
- Paid Time-Off.
- Fun with purpose.

COMPENSATION EXPECTATIONS

- \$50,000.00 - \$65,000.00 annually, with full Health Benefits.

APPLY TODAY!

If you feel that you have the passion, experience, and skillset that would help to advance the purpose of BFM Foundation Canada, we look forward to hearing from you!

Please submit your **Cover Letter and Resume** by July 2nd, 2026, by email to careers@missionthriftstore.com and elizabeth_darrach@missionthriftstore.com .

BFM Foundation (Canada) welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.