



Job Description

Job title	<i>Ministry Assistant / Bookkeeper (part-time 30 hrs. per week)</i>
Group	<i>Vaughan Christian Community Church (VCCC)</i>
Reports to	<i>Vaughan CCC Lead Pastor</i>
Revised	<i>October 22, 2025</i>

Location: Vaughan CCC Campus

Church Background

Vaughan Christian Community Church (VCCC) is a young and dynamic church, meeting in the heart of Vaughan, one of the fastest growing cities in Canada. The city of Vaughan has a population over 350,000 with 5 to 6% of them are Chinese-speaking immigrants and their children. VCCC currently offers Mandarin, Cantonese and English worship services and Children and Youth Sunday School. For details, please visit <https://rhccc.ca/rhccc/e/>

Purpose of the Position

Responsible to provide Administrative and Bookkeeping support in VCCC.

Reporting Structure

This position reports to the VCCC Lead Pastor.

Duties and responsibilities

Duties and Responsibilities:

- Administrative support -
 - Weekly: weekly bulletin preparation and others.
 - Monthly: membership application updates, monthly reporting ...etc.
 - Ad-hoc: follow up with guest speakers on Sunday Service-related tasks, honorarium application...etc.
 - Special events: baptism, anniversary, other events.
 - Handling of ACEM queries, reporting, promotion materials, etc.
 - Recruit volunteers and coordinate the volunteer work.
- Bookkeeping –
 - Record weekly offerings, tithes, and special donations.
 - Copy and file all received checks for documentation and audit purposes.
 - Maintain donor records and prepare annual giving statements.
 - Reconcile bank accounts and monitor cash flow.

- Process accounts payable and receivable.
- Assist with payroll and CRA compliance.
- Prepare monthly financial reports for church leadership.
- Support budget planning and annual audits.

Qualifications

- Minimum education requirement – A high school diploma or equivalent.
- Relevant administrative and secretarial experience
- Matured Christian: possess a good understanding of administrative works and bookkeeping (nonprofit or church experience preferred), proficiency in accounting software (e.g., QuickBooks, Servant Keeper, or similar), familiarity with Canadian charitable regulations and CRA guidelines.
- Excellent interpersonal skills and a good team player.
- Ability to work on several projects at the same time.
- Ability to organize events and do research.
- Be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Excellent communication and typing skill in written Chinese and English; able to speak fluently in English, Mandarin & Cantonese.
- Good knowledge of MS Word, Excel, Outlook, power-point and Publisher.
- Proficiency in the use of standard office tools (copy machine, fax machine, etc.)

Working conditions

Timely attendance with ability to vary schedule when needed.

Physical requirements

Nil

Direct reports to this position

Nil