



MASTER'S COLLEGE & SEMINARY
2450 Milltower Court, Mississauga, ON L5N 5Z6

Bookkeeper

Type of Position:	Full-time hybrid (2 days per week on-site)
Reports to:	Jr Accountant
Direct reports:	None
Salary range:	\$46,000 – \$50,000
Start date:	March 2026

About MCS

Master's College & Seminary (MCS) is a fully accredited Christian Pentecostal leadership college, serving Canada since 1939. It offers [Competency-Based Education](#) at the undergraduate level. Situated in Mississauga, Ontario, MCS has recently entered a Joint-partnership with Horizon College & Seminary (HCS) in Saskatoon. This new Joint-partnership is experiencing rapid student enrolment and is entering into multi-denominational partnerships for continued growth.

MCS is a professional, evangelical-Christian workplace that seeks to advance God's Kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry. MCS employees share the responsibility to create a workplace that models the professionalism and Christian beliefs, values, and behaviours in keeping with MCS's mission and Code of Conduct.

Qualifications

- Minimum 2-3 years experience in bookkeeping, preferably in a multi-entity or non-profit environment
- Experience with ERP systems is required, knowledge of QuickBooksOnline is an asset
- Proficient in Microsoft Office, particularly Microsoft Excel
- Accounts Payable experience an asset
- Excellent written and verbal communication skills
- High attention to detail, accuracy and organizational skills, ability to meet deadlines
- Ability to work independently as well as part of a team
- Strong desire to acquire new knowledge and grow within the organization

Key Responsibilities

- Perform weekly Accounts Payable (AP) processing
- Maintain and update vendor files
- Respond to internal and external inquiries regarding invoice status and payments
- Process accounts receivable (AR) entries
- Support Jr. Accountant with month-end tasks and processes as needed
- Support the finance team with month-end and year-end closing activities
- Participate in automation projects as required

MCS Mission

To create a learning community that provides programs and services that equip Pentecostal leaders for ministry.

MCS Guiding Principles

1. **Formational:** Encouraging the development of Christ-like character and spiritual, theological, and practical formation through an integrated program of mentoring, ministry, and participation in Christian community.
2. **Biblical:** Based on sound and thorough biblical studies as foundational to the formation of an integrated worldview, personal spiritual growth, healthy theological reflection, and application of biblical principles and paradigms to life and ministry.
3. **Practical:** Equipping students with practical skills essential to leadership and ministry in the church and in the world.
4. **Missional:** Preparing students to carry out the Great Commission through culturally relevant mission and ministry in Canadian and global contexts.
5. **Pentecostal:** Establishing a biblical and theological foundation for Pentecostal identity and ministry and nurturing vibrant Pentecostal spirituality and practice.

Applications

To apply, please submit the following:

- Cover letter and resume
- Reference information: Note the names, phone numbers, and email addresses of three references: a pastor at your current church, a teacher/professor, and personal reference

Applicants should submit their application package, preferably in PDF format, by email to the attention of Judy at judy.hearn@mcs.edu. Please note “*Bookkeeper Application*” in the email subject line.

All materials must be received by February 10, 2026 for full consideration. All qualified candidates who are legally entitled to work in Canada are encouraged to apply.