

CAREER OPPORTUNITY for Bookkeeper (Casual) St. Martha's Parish, Lethbridge

OVERVIEW

The Bookkeeper is responsible for the full range of job duties as outlined below and as appropriate for the job setting. Strong people skills, exceptional organizational abilities, verbal and written communication skills and exceptional attention to detail.

RESPONSIBILITIES

- Maintains an up-to-date financial accounting system adhering to guidelines, formats and the code of accounts as established by the Diocese
- Processes all cheque requests, bank deposits and monthly bank reconciliations
- Maintains accounts by verifying, allocating, and posting transactions
- Balances accounts by reconciling entries
- Prepares and distributes invoices for bulletin advertising
- Issue/recall donation envelopes and maintain Parish Friendly records
- Maintains accurate accounts payable and receivable ledgers
- Posts all weekly donations, balance and ensure accuracy of all donations and distribute annual charitable tax receipts
- Meets regularly with the Pastor to advise of all financial accounting issues
- Prepares financial statements and report at monthly Finance Council meetings by collecting, analyzing, and summarizing account information and trends
- Advises Finance Council of any pertinent accounting or financial issues as deemed necessary, providing back-up documentation in support of monthly statements when requested
- Assists Finance Council in preparation of annual budget as required
- Prepares quarterly and annual financial reports for review and approval by the Pastor
- Prepares annual T3010 Registered Charity Information Return and files the return
- Maintains historical records by filing documents
- Other duties assigned as appropriate to the role and needs of the Pastor and the Parish

QUALIFICATIONS

- Diploma or Certificate in Bookkeeping is required with a minimum 3 years' experience
- Must have previous experience with Quickbooks
- Strong attention to detail
- Ability to maintain confidentiality and always exhibit a professional demeanor
- Must be a self-starter, able to work with minimal supervision and possess solid decision-making abilities

HOURS OF WORK

10 hours/week (scheduled in consultation with the Pastor)

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Vulnerable Sector Police Information Check (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until *a suitable candidate is found*. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.