

CAREER OPPORTUNITY *for*

Bookkeeper (Casual)

St. Ambrose, Coaldale/St. Catherine's, Picture Butte

OVERVIEW

This position has primary responsibility for the financial bookkeeping system of the Parish and ensuring that accounting functions are completed in accordance with established standards, policies and procedures as outlined in the Parish Regulations Manual. Strong organizational abilities, verbal and written communication skills and exceptional attention to detail are required to be successful in this role.

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
- Prepares and files Records of employment for departing staff
- Maintains accounts by verifying, allocating, and posting transactions
- Balances accounts by reconciling entries
- 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
- 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 and Pastoral Diocesan 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 as assigned by the Pastor related to the operations of the parish.

QUALIFICATIONS

- Diploma or Certificate in Administration plus 2-3 years' bookkeeping experience
- Strong working knowledge of Outlook, Word, Excel, and QuickBooks
- Superior organizational skills, with the ability to set priorities, follow-up and meet deadlines
- High attention to detail and accuracy
- Ability to communicate at all levels with both internal and external contacts
- Display integrity, tact and good judgement in resolving problems and answering inquiries
- Ability to work independently in a varied and diverse environment and as a member of a team
- Must be able to maintain confidentiality at all times

HOURS OF WORK

10 hours/week 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

PHYSICAL DEMANDS

- Constant sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration
- Potential exposure to stressful situations such as deadlines, dealing with aggressive or upset individuals, abusive or aggressive phone call, general workload demands
- Occasional lifting to 20 lbs/4.5 kg (i.e. office supply boxes)
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching about shoulders, stooping and bending forward from standing position, carrying of objects

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 **4pm on Monday, July 24th, 2023**. 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.