

# **CAREER OPPORTUNITY for**

## **Administrative Assistant / Bookkeeper (Full-time)**

### **St. Mary's Parish, Brooks**

## **OVERVIEW**

The Administrative Assistant/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**

### **Primary**

- Answer phones and respond to emails or phone queries as necessary;
- Establish and maintain office record-keeping systems; develops filing systems;
- Updates parish census records on a regular basis;
- Helps with Parish Communication via Social Media, Facebook & Twitter accounts;
- Provides secretarial duties for the Pastor, as requested, including letters, memos and reports, receiving and placing telephone calls, scheduling appointments and processing mail;
- Make all changes to Parish Friendly (PFS) as required
- Coordinate and schedule all aspects of Church usage – Masses, Ministry meetings, Sacraments, funeral, weddings, Parish Missions, special events, etc.
- Coordinate and schedule annual maintenance of protective systems (i.e. Fire alarms, Fire extinguishers, Cross Contamination Devices, Fire Department Inspections, Emergency Lock Box Testing, etc.).
- Manage all Sacramental Records including maintaining records for weddings, funerals and RCIA
- Prepare Annual Pastoral Report
- Assist the Pastor with Property Contracts
- Update Parish policies and procedures with Pastor's input
- Prepare and publish weekly bulletin/prayer of the faithful/Mass announcements
- Purchase all office supplies, sacristy supplies and Sacramental materials
- Access Control for Keys & Alarm Codes – keep detailed records and correspond with key holders
- Manage Volunteer Screening requirements according to established policies and procedures (i.e. ten step process)
- Responsible for office equipment maintenance and upkeep (e.g. Telephone System, Photocopier, etc.)
- Funeral arrangements (main contact for Funeral Home, Family, Organist, preparation of readings, etc.) where necessary, with sound, music, prepare binders for celebrations

- Weddings: aid in preparation of Marriage Papers, record, schedule, email, send out confirmation letters; coordinate, where necessary, with sound, music, prepare binders for celebrations
- Complete Government marriage registrations and notices to parishes of all sacraments
- Type correspondence, reports, minutes and agendas of meetings as required
- Organizes and facilitates the process of preparing families to celebrate the Baptism of their child
- Maintains a list of parents wanting to participate in Baptismal Preparation
- Implements the Baptismal Preparation process as developed in consultation with the Pastor
- Ensures that appropriate materials are available for the program
- Collects registrations and baptismal certificates and completes all administrative work
- Assists in setting dates and preparing for liturgies
- Facilitates information and parent meetings for Baptismal Preparation
- Other duties assigned as appropriate to the role and needs of the Pastor and the Parish

## Secondary

- 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 regular Parish payroll system, pays all payroll liabilities, maintains confidential employee files; coordinates vacation requests and other leaves for employees, prepares required end-of-year tax forms (T4s) and files annual T4 summary
- Prepares and files Records of employment for departing staff
- 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 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
- Maintains a current level of knowledge and skills required to effectively and efficiently fulfill the functions of the role by attending Professional Development Training when recommended by the Pastor

## QUALIFICATIONS

- Diploma or Certificate in Bookkeeping is required with a minimum 3 years' experience
- Diploma or Certificate in or other relevant field of study (Office Administration, Business Administration/Management) considered an asset
- Intermediate to advanced proficiency in MS Office products such as Word, Excel, PowerPoint, Publisher, and Outlook
- Must have previous experience with Quickbooks
- Strong attention to detail
- Excellent customer service
- Excellent written and oral communication skills
- Strong interpersonal skills – ability to work cooperatively with parish staff, volunteers, Church members and guests
- Ability to work independently with limited supervision with a high degree of initiative and self-motivation
- Strong organizational skills with the ability to manage multiple priorities with minimal errors
- Ability to maintain confidentiality and always exhibit a professional demeanor
- Accurate, thorough and consistent completeness of work assignments
- Must be a self-starter, able to work with minimal supervision and possess solid decision-making abilities

## HOURS OF WORK

Tuesday to Friday – 30 hours/week

## 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

## KEY RELATIONSHIPS

Pastor, Pastoral Centre staff, Parishioners, other guests to the Parish Office

## 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

## WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 1 year of employment
- Personal/Flex days
- Opportunities for employee development

## 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](mailto:Careers@calgarydiocese.ca). No phone calls please.

Applications will be accepted until **4pm on Monday, August 22, 2022**. 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.