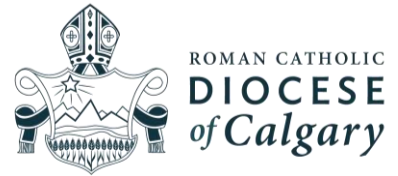


CAREER OPPORTUNITY for

Bookkeeper (Casual)

Mary, Mother of the Redeemer Parish



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
- 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
- Provides all necessary reporting for Finance Committee and the Diocese
- Prepares all necessary Government reporting (T3010 Charity Declaration, GST)
- Prepares quarterly and annual Financial and Pastoral Diocesan reports for review and approval by the Pastor
- 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
- Fluent in English and Spanish
- Display integrity, tact and good judgement in resolving problems and answering inquiries
- Must be able to maintain confidentiality at all times

HOURS OF WORK

4 hours/weekly. 8 hours/week for the first few weeks for training. Flexibility with hours is required due to the nature of this role.

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 noon on Tuesday, January 21, 2025*. 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.