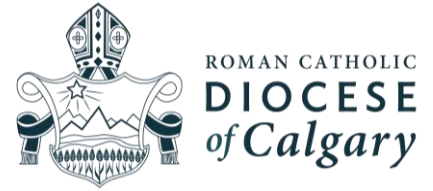


# CAREER OPPORTUNITY *for*

## Bookkeeper (Full-time)

### Catholic Pastoral Centre - Calgary



## OVERVIEW

This position has primary responsibility for the financial bookkeeping system of multiple parishes within the Diocese 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
- 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 matters
- Prepares financial statements and report at monthly Finance Councils meetings by collecting, analyzing, and summarizing account information and trends
- Advises Finance Councils of any pertinent accounting or financial issues as deemed necessary, providing back-up documentation in support of monthly statements when requested
- Works with Finance Councils 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
- Other duties as assigned

## QUALIFICATIONS

- Diploma or Certificate in Accounting
- Minimum 2 years experience in bookkeeping roles

- 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 have a valid class 5 license due to the travel involved with the position
- High degree of initiative and self-motivation
- Must be able to maintain confidentiality at all times

## HOURS OF WORK

Full time position, 35 hours/week. Flexibility with hours is required due to the nature of this role.

## WORK LOCATION

In person, travelling to multiple parishes within the Diocese. Given the necessity for travel as part of the role, mileage expenses are compensated.

## SAFE ENVIRONMENT

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

- Police Information Check (PIC)
- 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 calls, general workload demands
- Occasional lifting to 10 lbs/4.5 kg (i.e. office supply boxes)
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching above 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 3 months 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 Friday, December 13, 2024**. 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.