

CAREER OPPORTUNITY for

Bookkeeper (Casual)

Our Lady of the Rockies Parish, Canmore

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
- 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
- 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
- Other related duties assigned to assist the parish in its ministry

QUALIFICATIONS

- Diploma or Certificate in Administration or other post-secondary education plus 2-3 years' bookkeeping experience
- Minimum one years' experience in a similar role
- Experience with Outlook, Word, Excel, and QuickBooks
- High attention to detail and accuracy
- Great organization skills with the ability to set priorities and meet deadlines
- Strong oral and written communication
- Knowledge of administrative and clerical procedures
- Strong attention to detail and proofreading skills

HOURS OF WORK

5 hours/week, 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:

- Police Information Check (PIC)
- 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 Wednesday, April 15, 2026**. 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.