



# **CAREER OPPORTUNITY** for Bookkeeper (Casual) St. Bonaventure Parish, Calgary

## **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.
- Process invoices and make EFT payments or prepare cheques for vendors and suppliers.
- 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 as requested by the finance committee for their quarterly meetings.
- Supports and manages digital donation systems, e-transfers, Canada Helps, PAD.
- Audit mass intentions, prepare cheque and send mass intentions to the Diocese.
- 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 and acts as recording secretary for meetings.
- 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 two years experience in bookkeeping.
- 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 and as a member of a team.
- High degree of initiative and self-motivation.
- Must be able to maintain confidentiality at all times.

## HOURS OF WORK

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

Applications will be accepted until **4:30 pm on Monday, April 13, 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.