

# **CAREER OPPORTUNITY for**

## **Controller (Full-Time)**

### **Catholic Pastoral Centre, Calgary**

## **OVERVIEW**

To provide accounting and financial support to both the Diocesan offices, affiliated organizations and to the Parishes within the Diocese. Responsible to ensure Diocesan and Parish financial operations are processed and reported with accuracy and integrity.

## **RESPONSIBILITIES**

### **Diocese Accounting & Finance:**

Support Finance Administrator in maintaining diocesan accounting systems and controls

- Process monthly and quarterly financial journal entries, reconciliations and reporting for the Diocese financials
- Support diocesan ministries and parishes with accounting and other requests
- Assist the Finance Administrator in the preparation of monthly/quarterly and annual diocesan financial statements
- Assist the Finance Administrator with annual audit working papers and year end processes
- Assist Finance Administrator with the coordination, review and compilation of diocesan budgets
- At the direction of the Finance Administrator, perform Parish reviews
- Assist Finance Administrator in preparing and filing GST and other governmental returns
- Maintain schedules for capital assets, amortization
- Update and maintain cash flow forecast model for the Diocese
- Process bank signing authority changes
- Prepare interest calculations and schedules for Central Fund savings and loan accounts
- Support the Finance Administrator on administration paperwork for the Finance department
- Perform ad hoc duties and assist in projects as delegated by Finance Administrator
- Other duties as assigned by the Finance Administrator

## **QUALIFICATIONS**

- Bachelor's degree in accounting
- Minimum 5 years experience in intermediate accounting roles with increasing responsibilities
- CPA would be considered an asset
- Excellent organizational skills with attention to detail, a high degree of accuracy and neatness

- Previous experience with Sales Force and Raiser's Edge is an asset
- Able to effectively communicate both verbally and in writing
- Display integrity, tact and good judgement in resolving problems and answering inquiries
- Strong interpersonal skills, able to mentor and coach others in a respectful manner
- Excellent problem-solving skills
- Ability to work independently and as part of a team
- Able to work with ambiguity and able to prioritize tasks with competing deadlines
- Previous experience with Sage 100 and QuickBooks considered an asset
- Proficiency with MS Office products
- Must be able to maintain confidentiality at all times

## HOURS OF WORK

Full time position, 35 hours/week. Monday to Friday. Flexibility with hours is required due to the nature of this role and will include some evenings and weekends.

## CONDITIONS OF EMPLOYMENT

- Understanding of, and commitment to, the mission of the Catholic Church.
- Satisfactory background check and training in compliance with the Safe Environment Policy and Procedures and related diocesan requirements.
- Compliance with all relevant diocesan policies.
- Ability to travel within the Diocese; and
- Understanding that Evening/Weekend work may be required.

## WHY SHOULD YOU APPLY?

- Competitive compensation package commensurate with qualifications, experience, and not-for-profit standards;
- Comprehensive benefits package including RRSP;
- Personal/Flex days; and
- Opportunities for employee development.

## TO APPLY

Applications including a cover letter and updated resume should be submitted by e-mail to: [Careers@calgarydiocese.ca](mailto:Careers@calgarydiocese.ca).

Applications will be accepted until *a suitable candidate is found*. 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.