

ST. CECILIA'S PARISH
R.C. DIOCESE OF CALGARY



BOOKKEEPER (PART TIME)

REPORTS TO:

Pastor

OVERVIEW:

The part time 3 hours per week (12 hours per month). Bookkeeper is an essential element in the smooth functioning of the Parish. Professionalism in behavior and appearance, accuracy and attention to detail, a high degree of organizational and communication skills, positive interpersonal skills, ability to multi-task and problem solve, ensure compliance with Parish and Diocesan Policies and relevant legislation, and appropriate discretion and diplomacy are all expected in the delivery of all responsibilities.

RESPONSIBILITIES

- Maintains an up to date financial bookkeeping system for the parish adhering to Parish (Diocese) policies, regulations, guidelines, formats and the code of accounts established by the Diocese.
- Maintains accurate and current accounts payable and receivable ledgers.
- Maintains all bank accounts by processing cheque requests and ensuring proper authorization. Reconciles bank statements monthly.
- Maintains the parish payroll system; administers appropriate tax and benefit deductions for staff as well as annual T4's and T4A's.
- Issue/recall donation envelopes and maintains Parish Friendly records for direct debit users (credit card and bank debits)
- Post all weekly donations balance and ensure accuracy of all donations (direct debit users) and distribute annual charitable tax receipts.
- Balance accounts by reconciling entries.
- Prepare financial statements and send to Finance council meetings by collecting, analyzing, and summarizing account information trends.
- Prepares financial statements, monthly budget variance reports and assists in preparing the annual budget and Annual Report preparation. Reports to Finance Council as required.
- Advises the Pastor and Parish Finance Council regarding the financial issues of the Parish.
- Prepare annual T3010 Registered Charity Information Return and file
- Other duties as assigned by the Pastor

QUALIFICATIONS

- High school diploma, business administration/accounting diploma, or equivalent training and business experience and a sound knowledge of financial accounting
- Minimum of 2-3 years of related bookkeeping experience
- Church office environment knowledge and experience is a definite asset
- Knowledge of Parish Friendly an asset
- Strong working knowledge of Outlook, Word, Excel, QuickBooks, banking websites
- Superior organization 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, confidentiality, 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
- A high degree of initiative and self-motivation
- Ability to be conscious of the need to strictly maintain confidentiality (this is a condition of employment)

STRENGTHENING OUR PARISH COMMUNITIES

The RC Diocese of Calgary fosters "Strengthening Our Parish Communities" a safe environment program. Screening for this position includes a satisfactory Vulnerable Sector Police Information Check and Agreement to the Model Code of Conduct. Model Code of Conduct is downloadable at <https://www.catholicyc.ca/careers.html>

This posting will remain open until **September 30, 2019**. Interested persons may apply by submitting a completed Application for Employment downloadable at <https://www.catholicyc.ca/careers.html> along with a Resume and a cover letter describing their suitability for the position and resume to the attention of Human Resources by one of the following:

E-mail to: careers@calgarydiocese.ca

Or mail to:

Human Resources
Catholic Pastoral Centre
120 17th Avenue SW
Calgary, Alberta, T2S 2T2

We thank in advance all applicants for their interest. Only short listed applicants will be contacted.