



## **Employment Opportunity**

### **IN-HOUSE BOOKKEEPER**

#### **St. Mark Parish**

345 Glad Park Ave, Stouffville, ON L4A 1E4

Part time (10 hours per week)

#### **Overview:**

St. Mark's Parish is seeking a part time In-House Bookkeeper to support the Accountant and the financial administration of the parish. The successful candidate will report directly to the Pastor.

NOTE: St. Mark's Parish is also hiring a modified full-time Parish Office Administrator. The new in-house Bookkeeper is replacing a former full-time employee who completed both roles for the parish. If a suitable candidate is interested in both positions, these roles can potentially be combined.

#### **Responsibilities:**

- Record bank deposits and other income in QuickBooks
- Handle all invoices. Prepare all accounts payable and issue cheques
- Prepare extraordinary deposits for the Counting Teams
- Maintain "Parish Tools" (parish donation program); enter weekly donations, manage database, produce tax receipts, order and assign donation envelope boxes, enter special collections and ensure funds are sent to Chancery
- Ensure necessary computer back up of donations (Parish Tools), accounting data base and other records on a weekly basis following Archdiocesan Guidelines and Recommendations.
- Process PAG donations monthly and prepare supporting statements for Accountant.
- Maintain & update PAG pledges as required
- Process any donation reports via the Archdiocese or external organizations and provide supporting documents for Accountant
- Ensure donation data entered into the Parish Tools database agrees with QuickBooks records
- Maintain and prepare for deposit monthly mass stipends, candle money
- Facilitate ShareLife Yearly Campaign by advertising, recording donations, filing reports and submitting funds as per schedule
- Prepare any cheques and supporting documents that transfer funds between the parish bank accounts
- Advise Accountant (payroll administrator) of any salary or benefit changes
- Ensure pension contributions and employee group health benefits are accurate and remit them on a timely basis
- Ensure salary, benefit and personnel policies and procedures are communicated regularly
- Maintain payroll files
- Maintain all financials and at end of year purge files for storage as per Archdiocesan Guidelines
- Supervise and administer all contractor invoices for submission to Accountant for payroll
- Distribute paystubs
- Personnel reporting as required by the Archdiocese



- Work closely with Parish Accountant in a support capacity. Accountant is the payroll administrator and also prepares monthly bank reconciliation, semi-annual Parish Financial Report, Annual Registered Charity Return, monthly financial reports, GST/HST Rebates, submits all government required reporting
- Other duties, as required

### **General Requirements:**

- College or university education in accounting, bookkeeping & payroll and/or equivalent related experience
- Minimum of three to five years of related work experience
- Working knowledge of general bookkeeping and accounting practices using computerized accounting systems
- Working knowledge of general payroll practices using automated payroll systems
- Ability to maintain up-to-date knowledge of Archdiocesan financial policies and procedures
- Proficiency in QuickBooks, Microsoft Office (Excel & Word)
- Ability to work under pressure, manage multiple projects simultaneously and handle stressful situations
- Demonstrated ability to set priorities, meet deadlines, and organize work effectively and efficiently, including developing and maintaining effective record-keeping systems
- Understand the importance of maintaining confidentiality
- Superior verbal and written communication skills and good interpersonal skills
- Other Archdiocese of Toronto parish bookkeeping experience is an asset
- Knowledge of parish operations and the Catholic Church is an asset
- A criminal background check will be required of the successful applicant

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to the Pastor at [stmarkschurch@bellnet.ca](mailto:stmarkschurch@bellnet.ca) . Deadline for receipt of applications is **March 12, 2021**.

We thank all applicants, however, only those selected for an interview will be contacted.

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.*