

Contract Opportunity

PARISH OPERATIONAL REVIEWER Accounting & Finance Department

1155 Yonge Street Toronto, ON M4T 1W2

Independent Contractors

Variable hours – approximately 20 per month initially, which may increase to 60 hours

Overview:

Accounting and Finance Department is seeking Parish Operational Reviewers to conduct operational reviews of its parishes across the diocese and assist the Archdiocese in other related projects and activities.

Responsibilities:

- Understand standards of parish operations using the resources available, such as handbooks, forms, guides, etc.
- Contact the pastor of the parish/mission to which you have been assigned.
- Make an appointment to visit the parish at which time you will complete the Parish Operational Review.
- Study and understand the existing operational processes of the reviewing parish.
- Check and verify physical assets on sample basis and cash.
- Identify the gaps between the existing processes and standard processes.
- Examine the reasons leading to the gaps in processes.
- Identify potential gaps which will likely result in a departure from the standard process.
- Propose recommendations to the pastor/staff to remove the gap explaining the rationale behind the recommendation.
- Provide support to the pastor/parish during the visit, as requested.
- Complete the Parish operational review checklist with comments where necessary.
- Prepare a Summary of Findings along with the recommendations and initial response notes from the pastor/parish staff.
- Complete volunteer screening process checklist.
- Provide the completed Checklists and Summary of Findings to the Controller or his delegate.
- Track time spent on reviews and mileage to submit invoices on time.
- Take part in meetings as requested by the Controller or his delegate.
- Complete special projects as assigned by the Archdiocese of Toronto.
- Other duties, as required.

General Requirements:

- Professional/Academic qualification in the field of Accounting/ Finance/ Audit, CPA preferred.
- Minimum of 5 years of work experience in managerial capacity.
- Strong interpersonal and interpretational skills.

- Understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy.
- Must be legally entitled to work in Canada.
- 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 noting position number **2024-01** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **March 15, 2024**. We thank all applicants, however, only those selected for an interview will be contacted.