



Archdiocese
of Toronto

Employment Opportunity

ACCOUNTING & FACILITIES ADMINISTRATOR

St. Clement's Parish

409 Markland Drive Etobicoke, ON M9C 1S5

Modified Full Time (20 hours per week)

Target Hiring Salary: \$24 - \$28 per hour

Overview:

St. Clement's Parish is seeking a modified full time Accounting & Facilities Administrator to oversee the financial administration of the parish. The successful candidate will report directly to the Pastor.

Normal working hours are Tuesday to Friday 9 a.m. to 2:30 p.m. with a half hour lunch each day.

Responsibilities:

Accounting

- Record bank deposits and other income in QuickBooks/Parish Common Accounting Network (PCAN)
- Ensure donation data entered into the Donor Relationship Management (DRM) database agrees with QuickBooks/PCAN records
- Maintain the "Parish Members" module of the DRM database
- Responsible for accounts payable - including issuing of cheques for payments of invoices, reimbursement claims or remittances to the Archdiocese
- Payroll preparation, on a semi-monthly basis, for direct deposits via an independent payroll service provider. Maintain employee files, per direction of the Pastor
- Review and validate annual T4/T4A forms generated by the service provider, and prepare adjustments, when necessary
- Record and reconcile donations or other receipts, including Pre-Authorized Giving and Electronic donations to the parish
- Maintain general ledger/journal entries
- Complete monthly reconciliation for a bank account and monitor bank account balance
- Complete the semi-annual Parish Financial Report for submission to the Archdiocese of Toronto on a timely basis
- Co-ordinate with the Chancery Office to ensure that income tax receipts are prepared and distributed in a timely manner
- Complete the Annual Registered Charity Information Return for submission to CRA
- Provide the necessary information to the payroll service company for employee earnings on a semi-monthly basis; ensure employee group health benefits are accurate and remit them on a timely basis
- Ensure salary, benefits and personnel policies and procedures are communicated regularly
- Prepare periodic financial statements/reports for the Pastor, Finance or other Parish Councils, Archdiocese and/or parishioners. Prepare ad hoc reports, as requested
- Prepare regulatory reports, such as the Application for GST/HST Rebates etc.
- Maintain an up-to-date, complete and systematic filing system to support bookkeeping and financial records. Establish procedures for safeguarding records and appropriate retention period, including security and computer backup to ensure adequate audit trail
- Maintain current knowledge of regulatory changes

Administration

- Oversees general property maintenance. Meet with contractors to arrange for inspections, quotes, repairs, maintenance, etc.
- Oversees an inventory of office supplies and orders materials, supplies or equipment as needed
- 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
- A good working knowledge of bookkeeping in accordance with generally accepted accounting principles, specifically as they apply in a non-profit setting
- Proficiency in Microsoft Office (Excel, Word) and QuickBooks
- Understand the importance of maintaining confidentiality
- Data entry skills with a high degree of accuracy and attention to detail
- Ability to work with minimal supervision
- Demonstrated ability to set priorities, meet deadlines, and organize work effectively and efficiently, including developing and maintaining effective record-keeping systems
- Superior verbal and written communication skills
- Excellent interpersonal and customer service skills
- Knowledge of parish operations and the Catholic Church, an asset
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant

Benefits:

This role is eligible for:

- 12 vacation days per year (equivalent to three 20-hour workweeks)
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program)
- Defined Benefit pension plan with a 1%, 2% or 5% contribution match after eligibility requirements outlined in our Policies and Procedural Manual are met
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees and continuing education
- Paid annual retreat days and moving days

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Msgr. Paul Zimmer** at **StClementsET@archtoronto.org**. Deadline for receipt of applications is **April 26, 2024**. 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.