



Archdiocese
of Toronto

Employment Opportunity

ACCOUNTANT, BANK RECONCILIATIONS

Accounting & Finance Department

1155 Yonge St Toronto, ON M4T 1W2

Full time (35 hours per week)

Replacement Position

Level 10: \$52,000 – \$55,000

Overview:

The Accounting & Finance Department is seeking a full time Accountant, Bank Reconciliations to primarily handle the account reconciliation process.

Responsibilities:

- Reconcile daily operating bank account in Sage 300.
- Prepare daily bank balance report and supporting schedules.
- Complete monthly reconciliation for all bank accounts, shares, and general A/P.
- Prepare invoices and analysis of A/R accounts: telephone, fuel, legal, computer, miscellaneous, general, suspense.
- Process incoming wires and bank transfers.
- Record monthly journal entries and cost allocations to tenants.
- Record journal entries for bank debits, corrections, and other transactions as required.
- Assist with Parishes' 6-month PFR verification, including preparation of diocesan assessment, invoicing, and entry into Archdiocesan system.
- Maintain accurate supporting documentation for all financial/bookkeeping activities.
- Maintain year-end working papers and spreadsheets, assisting with analysis and preparation for any audits or reviews.
- Filing approved journal entries and banking documents.
- Provide back-up for A/R and deposit process, and ShareLife bank reconciliation.
- Other duties assigned as required.

General Requirements:

- Bachelor's degree in accounting, finance or related field.
- 3-5 years of experience in related employment field.
- Familiarity with Sage 300 and Microsoft Dynamics 365 Business Central (MS Dynamics NAV).
- Strong capability with MS Office Suite (Excel, Word, Outlook and Teams).
- Committed to maintaining confidentiality.
- Strong attention to detail and high level of accuracy.
- Ability to communicate well with all levels of staff, stakeholders and clients.
- 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:

- 3 weeks of annual vacation upon hire
- 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 after 3 months with a 1%, 2% or 5% contribution match
- 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 noting position number **2025-16** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **December 12, 2025**. 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.