

Contract Opportunity

BOOKKEEPER

Prince of Peace Parish

265 Alton Towers Circle Scarborough, ON M1V 4E7

Independent Contractor

2 - 3 days per week (14-18 hours)

Target Service Fee: \$28 - \$30 per hour

Overview:

Prince of Peace Parish is seeking a Bookkeeper who will report to the Pastor and manage finances, budgets and payroll in support of the parish pastoral vision.

Responsibilities:

- Maintain an adequate internal control system to ensure the efficient stewardship of parish resources.
- Maintain an accurate filing, record keeping and reporting system for all parish financial matters. Prepare semi-annual and year-end reports for parish and Archdiocese as needed. Submit government reporting as required. Prepare annual receipts for parish donors.
- Monitor the collection, counting, recording, and depositing of parish revenue from all sources.
- Prepare, administer, and review the budget process in collaboration with the Pastor, the Finance Committee, and Advisory committees as requested. Assist the Finance Council in preparing the annual operating budget.
- Prepare, administer, and coordinate payroll; maintain all benefits programs in consultation with Archdiocesan Office of Human Resources.
- Administer a cash flow management system with purchasing and payment schedules clearly defined; issue cheques and post to accounts; handle all vendor and lessee relationships.
- Participate in Finance Committee meetings as requested.
- Other duties, as required.

General Requirements:

- University degree is an asset.
- At least five years in a bookkeeping role.
- Strong interpersonal and communication skills.
- Ability to set priorities, organize work effectively, and meet deadlines.
- Proficient with Microsoft Office; experience using PCAN and DRM-Parish an asset.
- Capable of maintaining a high level of confidentiality.
- Able to work independently and as part of the team.
- Knowledge of parish operations and the Catholic Church; 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 to: **Fr. Efren Alvarez Pelayo** at **ealvarezpelayo@archtoronto.org**. Deadline for receipt of applications is **May 30, 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.