



Archdiocese  
of Toronto

## **Employment Opportunity**

### **BOOKKEEPER**

#### **St. Isaac Jogues Parish**

1148 Finch Avenue, Pickering, ON L1V 1J6

Part time (8 hours per week)

New Position

Target Hiring Salary: \$23 per hour

### **Overview:**

St. Isaac Jogues Parish is seeking a part time Bookkeeper to oversee the bookkeeping and financial administration of the parish. The successful candidate will report directly to the Office Administrator.

### **Responsibilities:**

- Responsible for accounts payable - including issuing of cheques for payments of invoices, reimbursement claims or remittances to the Archdiocese of Toronto.
- Maintain general ledger/journal entries.
- Complete monthly reconciliation for bank account.
- Prepare periodic financial statements/reports to the Pastor, Finance or other Parish Councils, Archdiocese, and/or parishioners. Prepare ad hoc reports, as requested.
- Prepare regulatory reports, such as the annual Registered Charity Information Return, Application for GST/HST Rebates etc.
- Prepare Parish Financial Report.
- Prepare cheque to pay vendors.
- Maintain an up-to-date, complete, and systematic filing system to support bookkeeping and financial records. Follow established procedures for safeguarding records and appropriate retention period, including security and computer backup to ensure adequate audit trail.
- Maintain current knowledge of regulatory changes.
- Maintain employee files, per direction of the Pastor.
- Other Bookkeeping duties, as assigned by the Office Administrator.

### **General Requirements:**

- College or university education in accounting, bookkeeping and payroll and/or equivalent related experience.
- Minimum of three to five years of related work experience.
- A good working knowledge of general bookkeeping and accounting practices using computerized accounting systems.
- Working knowledge of general payroll practices using automated payroll systems.
- Proficiency in QuickBooks and Microsoft Office (Excel, Word).
- Experience with PCAN or other Bookkeeping Software.

- Data entry skills with a high degree of accuracy and attention to detail.
- Demonstrated ability to set priorities, meet deadlines, and organize work effectively and efficiently.
- Understand the importance of maintaining confidentiality.
- Ability to work with minimal supervision.
- Superior verbal and written communications skills and good interpersonal skills.
- Experience with working in a Church office setting.
- Knowledge of parish operations and the Catholic Church is an asset.
- Other Archdiocese of Toronto parish bookkeeping experience is an asset.
- 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. Marc-André Campbell** at **[stisaacjogues@archtoronto.org](mailto:stisaacjogues@archtoronto.org)**.

Deadline for receipt of applications is **Until the position is filled**.

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.*