



Archdiocese
of Toronto

Employment Opportunity

BOOKKEEPER

Accounting & Finance Department

1155 Yonge St Toronto, ON M4T 1W2

Full time (35 hours per week)

New Position

Level 9: \$42,379 – \$63,565

Overview:

The Accounting and Finance Department is seeking a full time Bookkeeper to oversee the bookkeeping and financial administration of multiple parishes within the Archdiocese of Toronto. Initially the role will be based at 1155 Yonge Street in Toronto for training and orientation purposes.

Responsibilities:

- Responsible for accounts payable - including issuing of cheques/payments for 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 or monitor the recording of and reconcile donations or other receipts.
- Maintain general ledger/journal entries.
- Complete monthly reconciliation for bank accounts.
- 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 quarterly, 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.
- 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, PowerPoint).
- Proficiency with Microsoft Dynamics 365 Business Central and/or Microsoft Navision an asset.
- Strong data entry skills with a high degree of accuracy and attention to detail.

- Understand the importance of maintaining confidentiality.
- 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 English verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Adept at analyzing figures, detecting trends and reporting information in easy to understand terms.
- Comfort level with working at multiple parish locations within a region.
- Knowledge of parish operations and the Catholic Church an asset.
- Knowledge of proprietary Donor Relationship Management software 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:

- 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 **2026-05** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **May 17, 2026**. 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.