



Employment Opportunity

BOOKKEEPER

St. Leo the Great Parish

130 Watford Street Brooklin, ON L1M 1H2

Part time (5 hours per week)

Replacement Position

Target Hiring Salary: \$25 per hour

Overview:

St. Leo the Great Parish is seeking a part time Bookkeeper to oversee the bookkeeping and the financial administration of the parish.

Responsibilities:

- Responsible for accounts payable and receivable - 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.
- Prepare mid-year and year-end financial statements/reports to the Pastor, Finance or other Parish Councils, Archdiocese and/or parishioners. Prepare ad hoc reports, as requested.
- Prepare monthly consolidation reports.
- Prepare regulatory reports, such as the annual Registered Charity Information Return, Application for GST/HST Rebates etc.
- Other duties, as required.

General Requirements:

- 3 years of successful experience.
- Knowledge of DRM and PCAN Financial Software
- Ability to honor and maintain confidentiality.
- Demonstrated ability to set priorities and organize work effectively and efficiently including developing and maintaining effective record-keeping systems.
- Availability to work on Saturdays is preferred.
- Proficiency in Microsoft Office, Excel, Word, Outlook.
- Understanding of the Catholic Church, its tenets and culture, and 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.



Archdiocese
of Toronto

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Mounir EL-Rassi** at **officeatstleothegreat@gmail.com**. Deadline for receipt of applications is **March 20, 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.