



## **Employment Opportunity**

### **PARISH SECRETARY / BOOKKEEPER**

#### **St. John the Evangelist Parish**

207 Pine Street, Waubaushene, ON L0K 2C0

Part time (15-18 hours per week)

Replacement Position

Target Hiring Salary: \$18 - \$20 per hour

#### **Overview:**

St. John the Evangelist Parish is seeking a part time Parish Secretary/Bookkeeper to provide secretarial services and financial administration to the parish.

#### **Responsibilities:**

##### *Parish Secretary Tasks*

- Greet and warmly welcome visitors to the Parish Office courteously, maintaining a friendly and professional disposition
- Respond to telephone calls and in-person inquiries, ensuring care, discretion and confidentiality
- Process Mass intention requests, record funds received, and update Mass Intentions calendar
- Manage administrative tasks such as data entry, mail distribution, ordering supplies, front desk organization
- Receive and manage mail deliveries, distributing packages to the intended recipient
- Confirm room bookings and liaise with ministries
- Prepare bulletin, prayers of the faithful, and Lector announcements on a weekly basis
- Assist Office Administrator with Sacraments preparations, i.e. First Communions, Confirmations, Funerals, Weddings, Certificate requests, etc.
- Other duties, as required

##### *Bookkeeper Tasks*

- 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 maintain confidentiality
- Demonstrated ability to set priorities and organize work effectively and efficiently including developing and maintaining effective record-keeping systems.
- 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

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. John Asadoorian** at **JAsadoorian@archtoronto.org**. Deadline for receipt of applications is **July 21, 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.*