



ASSEMBLY OF CATHOLIC BISHOPS OF ONTARIO

ASSEMBLÉE DES ÉVÊQUES CATHOLIQUES DE L'ONTARIO

JOB POSTING

The Assembly of Catholic Bishops of Ontario is hiring a part time Bookkeeper

Part-time position: 15 hours per week

Location: Remote with occasional in-office assignment

Range: \$30.00 - \$35.00 per hour depending upon skills, qualifications and experience

About us:

The Assembly for Catholic Bishops of Ontario (ACBO) is a not-for-profit organization (Registered Charity) – with our head office located in North York, Ontario.

We are an Assembly that supports and serves the Catholic dioceses and eparchies across Ontario.

Key Responsibilities:

- Maintain accurate and up-to-date financial records, including general ledger and journal entries, accounts payable, accounts receivable, and bank reconciliations
- Process the bi-monthly payroll in SAGE and CIBC CMO
- Process payments and reconciliation for VISA, CAAT Pension Plan and Receiver General
- Electronically file the GST/HST quarterly return and apply for GST/HST rebates
- Coordinate the collection and submission to the City of Toronto for the Property Tax rebate for charities.
- Assist the General Secretary with the preparation of regular financial reports, and with the preparation of the annual budget
- Assist with preparation of documentation/working papers for year-end audit
- Maintain organized digital and physical files
- Assist in other accounting, bookkeeping and administrative tasks as required by the General Secretary

About You:

- College or university education in accounting, bookkeeping and payroll and / or equivalent
- 3-5 years professional technical bookkeeping and accounting experience, ideally in the not-for-profit sector
- Strong proficiency with SAGE accounting software, electronic banking processes, and Microsoft Office
- High degree of integrity, professionalism, and ethical conduct; able to handle confidential and sensitive information with discretion
- Excellent organizational skills and the ability to manage multiple priorities
- Strong attention to detail and problem-solving skills
- Able to work independently and remotely
- Must be legally entitled to work in Canada
- Proficiency in French would be an asset

How to Apply:

- If you are interested in this position, please send your resume and cover letter to acbo@acbo.on.ca by 4:30 pm on Friday March 13th, 2026
- We thank all candidates for their interest, but only those selected for an interview will be contacted
- A clean criminal background check is required for the successful candidate