



Congregation of the Most Holy Redeemer

Congrégation du Très-Saint-Rédempteur

426 St-Germain Ave., Toronto, Ontario M5M 1W7 CANADA · 416 789-3217

The Redemptorists are looking for a Bookkeeper

Do you have a bachelors degree or diploma in accounting with bookkeeping experience in the not-for-profit sector?

If so, we have an exciting opportunity for you!

About Us

- We are a not-for-profit organization (Registered Charity) – A Catholic Religious Order with our head office in Toronto, Ontario.
- We work in a number of ministry sites across Canada.
- We are committed to our mission of promoting Catholic values and serving the needs of young adults, newcomers, and indigenous people, and those who do not receive the Church's message as Good News across Canada. We are committed to reducing poverty, injustice, and inequality.
- We value diversity, inclusion, collaboration, and accountability in our work culture.

Key Responsibilities

- Maintain accurate and up-to-date financial records, including general ledger and journal entries, accounts payable, accounts receivable, and bank reconciliations.
- Process invoices, expense reimbursements, vendor payments.
- Prepare and make deposits; track and reconcile incoming donations via different portals.
- Prepare and/or review monthly reports from our communities and post transaction to accounting books.
- Prepare accurate and timely monthly and annual financial statements and reports for financial controller, senior management, board of directors, external auditors, funders, and other stakeholders.
- Assist with budgeting, forecasting, and year-end closing procedures.
- Assist with preparation of documentation/working papers for year-end audit and regulatory reports.
- Track designated funds, grants, and restricted donations in accordance with accounting standards, tax laws and congregational policies.
- Coordinate with staff, ministry leaders, and external partners (e.g., auditors, payroll providers).
- Ensure compliance with internal controls, financial policies, and relevant regulations.
- Maintain organized digital and physical financial files.
- Support payroll processing and benefits administration as needed.
- Assist in other accounting and bookkeeping administrative tasks as needed.
- Salary Range: \$45,000 to \$60,000 based on education, certification and experience.

Continued on Page 2

About You

- College or university education in accounting, bookkeeping and payroll and/or equivalent.
- 3–5 years of professional technical bookkeeping and accounting experience, ideally in a nonprofit, faith-based, or community-service environment.
- Strong proficiency with accounting software (QuickBooks and Sage) and Microsoft Office (Excel, Word).
- Solid understanding of accounting principles and financial reporting.
- Data entry skills with a high level of accuracy; proactive, reliable and attentive to details.
- 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 verbal and written communication and interpersonal skills; able to work collaboratively with staff, volunteers, and committees.
- You are a team player, a problem solver, able to work independently, and you are able to work under pressure and meet deadlines.
- Respectful of the mission, values, and community life of the Congregation.
- Language proficiency in French is an asset.
- Knowledge of not-for-profit accounting principles as well as CRA regulations is an asset.
- Must be legally entitled to work in Canada.

How to Apply

- If you are interested in this position, please send your resume and cover letter to provincial@redemptorists.ca by March 13, 2026.
- Please indicate the job title and your language preference in the subject line of your email.
- We thank all applicants for their interest, but only those selected for an interview will be contacted.
- We are an equal opportunity employer, and we encourage applications from people of diverse backgrounds.
- We offer a competitive compensation package.

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