

Employment Opportunity

BOOKKEEPER

St. Bernadette Parish

21 Bayly Street East Ajax, ON L1S 1P2

Part time (12 hours per week)

Replacement Position

Target Hiring Salary: \$25 – \$27 per hour

Overview:

St. Bernadette Parish is seeking a part time Bookkeeper to manage the parish finances by recording and organizing financial transactions, revenue and expenditures and preparing regular reports.

Responsibilities:

- **Record transactions:** Track revenue sources such as donations, deposits, pledges, and investment returns, and monitor and record expenses. Record TipTapPay donations weekly and POS revenue monthly.
- **Payment of parish expenses:** Payment of invoices and re-imbursements by cheque.
- **Remittance:** Special collections to Archdiocese of Toronto.
- **Maintain ledgers & files:** Understand and use Archdiocesan specialized software (PCAN) to keep a clear and organized ledger and maintain files for invoices, reports and donation envelopes.
- **Prepare reports:** Create regular and monthly reports for the Pastor and Parish Finance Council, and yearly donation tax receipts for parishioners, bank reconciliation report monthly, six-month report for archdiocese.
- **Process payroll:** Process payroll twice per month for salaried employees and monthly for independent contractors and manage benefit and pension payments.
- **Prepare tax returns:** Prepare annual T4s and T4As, file quarterly HST return and prepare end of year Annual Charity Report.
- **Prepare budgets:** Assist in preparing a yearly budget draft for review by the Pastor and Parish Finance Council.
- **Management of collection:** Overview of counting, collection procedures and reconciling deposit slips.
- **Maintain accounting procedures:** Assist in maintaining and revising written accounting procedures.
- **Enter donations:** In DRM (Donation Receipting Module) on a weekly basis and issuing parishioners donation tax receipts at the end of the year
- Other duties, as required

General Requirements:

- College or university education in accounting, bookkeeping & payroll and/or equivalent related experience.
- A good working knowledge of bookkeeping in accordance with generally accepted accounting principles, specifically as they apply in a non-profit setting.
- Payroll administration experience required
- Experience in tracking budget expenses
- Proficiency in Microsoft Office (Excel, Word) and payroll software
- Understand the importance of maintaining confidentiality
- Data entry skills with a high degree of accuracy and attention to detail
- Demonstrated ability to set priorities, meet deadlines, and organize work effectively and efficiently, including developing and maintaining effective record-keeping systems
- Superior verbal and written communication skills
- Knowledge of parish operations and the Catholic Church an asset
- 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. Chris Lemieux** at **CLemieux@archtoronto.org**. Deadline for receipt of applications is **April 14, 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.