

Contract Opportunity

BOOKKEEPER

St. James Parish

2118 Adjala Tecumseth Townline Tottenham, ON L0G 1W0

Independent Contractor (10 hours per week)

Estimated Service Fee: \$25 - \$27 per hour

Overview:

St. James Parish is seeking a bookkeeper to oversee the bookkeeping and the financial administration of the parish.

Responsibilities:

- Responsible for accounts payable - including issuing of cheques for payments of invoices, reimbursement claims or remittances to the Archdiocese of Toronto.
- Payroll preparation, on a semi-monthly basis, for direct deposits via an independent payroll service provider. Maintain employee files, per direction of the Pastor. Review and validate annual T4/T4A forms generated by the service provider, and prepare adjustments, when necessary.
- Record and reconcile donations or other receipts.
- Maintain general ledger/journal entries.
- Complete monthly reconciliation for a bank account.
- Prepare periodic financial statements/reports to the Pastor, Finance or other Parish Councils, Archdiocese and/or parishioners. Prepare ad hoc reports, as requested.
- Prepare regulatory reports, such as the annual Registered Charity Information Return, Application for GST/HST Rebates etc.
- Maintain an up-to-date, complete and systematic filing system to support bookkeeping and financial records. Establish procedures for safeguarding records and appropriate retention period, including security and computer backup to ensure adequate audit trail.
- Maintain current knowledge of regulatory changes.
- Prepare budgets
- Attend meeting and oversee finances of St. James Cemetery in collaboration with the relevant Cemetery Committee.
- Other duties, as required.

General Requirements:

- College or university education in accounting, bookkeeping & payroll and/or equivalent related experience.
- Minimum of three to five years of related work experience.
- A good working knowledge of bookkeeping in accordance with generally accepted accounting principles, specifically as they apply in a non-profit setting.
- Proficiency in Microsoft Office (Excel, Word) and QuickBooks.



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- Understand the importance of maintaining confidentiality.
- Data entry skills with a high degree of accuracy and attention to detail.
- Ability to work with minimal supervision.
- 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.
- Excellent interpersonal and customer service 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. Eric Mah** at **stjamesco@archtoronto.org**. Deadline for receipt of applications is **June 30, 2024**. 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.