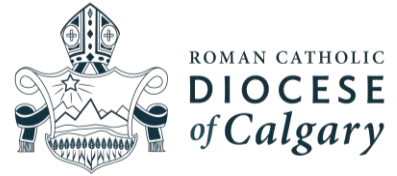


# CAREER OPPORTUNITY *for*

## Bookkeeper (Casual)

### St. Mary's Parish, Brooks



## OVERVIEW

This position has primary responsibility for the financial bookkeeping system of the Parish and ensuring that accounting functions are completed in accordance with established standards, policies and procedures as outlined in the Parish Regulations Manual.

## RESPONSIBILITIES

- Processes all cheque requests, bank deposits and monthly bank reconciliations
- Maintains accounts by verifying, allocating, and posting transactions
- Balances accounts by reconciling entries
- Issue/recall donation envelopes and maintain Parish Friendly records
- Maintains accurate accounts payable and receivable ledgers
- Posts all weekly donations, balance and ensure accuracy of all donations
- Provides all necessary reporting for Finance Committee and the Diocese
- Prepares all necessary Government reporting (T3010 Charity Declaration, GST)
- Completes other duties or projects as assigned by the Pastor

## QUALIFICATIONS

- Experience with Outlook, Word, Excel, and QuickBooks
- High attention to detail and accuracy
- Great organization skills with the ability to set priorities and meet deadlines
- Strong oral and written communication

## HOURS OF WORK

10 hours/week

## SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (PIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

## PHYSICAL DEMANDS

- Constant sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration

- Potential exposure to stressful situations such as deadlines, dealing with aggressive or upset individuals, abusive or aggressive phone call, general workload demands
- Occasional lifting to 10 lbs/4.5 kg (i.e. office supply boxes)
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching about shoulders, stooping and bending forward from standing position, carrying of objects

## KEY RELATIONSHIPS

Pastor, Parish staff, Bookkeeper, Parishioners, Pastoral Centre staff, other guests to the Parish Office

## TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- A cover letter and resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)
- Agreement to the Model Code of Conduct (see <https://www.catholicyc.ca/careers.html>)

Applications should be submitted by e-mail to: [Careers@calgarydiocese.ca](mailto:Careers@calgarydiocese.ca). No phone calls please.

Applications will be accepted until ***a suitable candidate is found***. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank in advance all applicants for their interest.