

## ***Job Description – Part-time Bookkeeper – Our Lady of the Miraculous Medal Church***

### ***General Statement***

Reporting to the Pastor and the Parish Finance Council, the Bookkeeper will be responsible for maintaining a complete and accurate set of records for financial reporting purposes in accordance with generally accepted accounting principles.

### ***General Duties***

- Ensure compliance with diocesan finance protocols.
- Prepare cheques, journal entries and maintain the general ledger.
- Ensure timely processing and accurate recording of all Parish revenues.
- Manage and process accounts receivable and accounts payable, including matching invoices with requisition orders.
- Prepare bank account reconciliations and corporate credit card reconciliation.
- Perform semi-monthly payroll processing as well as stipend payments and monthly remittances to CRA, Sunlife Financial & WSIB.
- Manage and regularly reconcile liability accounts for Mass Intentions.
- Prepare annual accounting reports including periodic reports to parishioners and the annual Parish financial report to the Archdiocese.
- Assist in the preparation of the budget and financial forecasts and report monthly on revenues and expenditures in relation to budget to the Pastor and Finance Council.
- Complete and submit quarterly diocesan tax and other remittances to the Archdiocese including Mass Intentions quarterly report and payment to RCECO Administration and Compensation Funds.
- Complete and submit quarterly and annual HST documents and the Annual Charity Return T3010.
- Maintain the donor database including pre-authorized donations and issue charitable receipts for tax purposes.

### ***Other Related Duties***

- On-site banking at the Parish's branch.
- Perform other duties as assigned.

### ***Hours of Work***

- On a weekly basis, 5-8 hours per week with at least one day on-site.
- At year-end, up to an additional 30 hours on site in order to prepare the annual report to the Archdiocese and the annual report to Parishioners.

### ***Qualifications***

- Experience in bookkeeping and awareness of generally accepted accounting principles.
- Working knowledge of Quickbooks, MS Excel, MS Outlook and MS Word.
- Fluent communication skills, both verbal and written, in English.
- Accuracy and attention to detail while working under tight deadlines.

*The following qualifications are extremely important:*

- Knowledge of the Roman Catholic Church and its governing structures.
- Strong computer and technical skills.

Please submit your resume and cover letter to [admin@olmm.ca](mailto:admin@olmm.ca).

All employees are required to read, sign, and adhere to the Archdiocese's Code of Pastoral Conduct with respect to confidentiality, professionalism, and ethics. A current Police Record Check is also required.