



Employment Opportunity

BOOKKEEPER

Our Lady of Sorrows Parish

3055 Bloor St W Etobicoke, ON M8X 1C6

Modified Full Time (21 hours per week)

Target Hiring Salary: \$30 per hour

Overview:

Our Lady of Sorrows Parish is seeking a modified full time Bookkeeper, who will report to the Pastor and manage finances, budgets and payroll in support of the parish pastoral vision.

Responsibilities:

- Maintain an adequate internal control system to ensure the efficient stewardship of parish resources.
- Maintain an accurate filing, record keeping and reporting system for all parish financial matters. Prepare semi-annual and year-end reports for parish and Archdiocese as needed. Submit government reporting as required. Prepare annual receipts for parish donors.
- Monitor the collection, counting, recording, and depositing of parish revenue from all sources.
- Prepare, administer, and review the budget process in collaboration with the Pastor, the Finance Council, and Advisory committees. Assist the Finance Council in preparing the annual operating budget.
- Prepare, administer, and coordinate payroll; maintain all benefits programs in consultation with Archdiocesan Office of Human Resources.
- Administer a cash flow management system with purchasing and payment schedules clearly defined; issue cheques and post to accounts; handle all vendor and lessee relationships.
- Participate in Advisory Committee meetings.
- Other duties, as required.

General Requirements:

- University degree.
- At least five years in a bookkeeping role
- Strong interpersonal and communication skills.
- Ability to set priorities, organize work effectively, and meet deadlines.
- Proficient with Microsoft Office; experience using PCAN and DRM-Parish an asset.
- Capable of maintaining a high level of confidentiality.
- Able to work independently and as part of the team.
- A faith-based understanding of the Catholic Church, its tenets and culture; respect for its leadership and parish clergy.
- Must be legally entitled to work in Canada.
- A criminal background check will be required of the successful applicant.

Benefits:

This role is eligible for:

- 12 vacation days per year (equivalent to three 24-hour workweeks).
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program).
- Defined Benefit pension plan with a 1%, 2% or 5% contribution match after eligibility requirements outlined in our Policies and Procedural Manual are met.
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness.
- Reimbursement for professional designation/membership fees and continuing education.
- Paid annual retreat days and moving days.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Christopher Cauchi** at **ccauchi@archtoronto.org**. Deadline for receipt of applications is **July 28, 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.