FULL-TIME FINANCE ASSISTANT

POSITION OVERVIEW:

The Finance Assistant provides assistance to the diocesan finance team and works directly with all of the departments and parishes within the St. Paul Diocese. This person reports directly to the Financial Administrator and will work under the guidance of the Senior Finance Assistant.

This position's primary role includes assistance with recording payable and receivable entries into QuickBooks for all diocesan and parish accounts. Other tasks required involves bank reconciliations, financial report dissemination, issuing charity receipts, banking, year-end preparation and assistance with government returns.

KEY RESPONSIBILITIES:

- Accurately enter parish and diocesan invoices into QuickBooks and process payments. This is a shared role with the Senior Assistant.
- Identify any discrepancies on invoices and follow up with the necessary actions
- Record all parish collections and receivables
- Bank reconciliations including Visa statements
- Digitally disseminate monthly parish financial reports
- Requires ability to prepare simple spreadsheets and financial reports
- Monitor parish bank accounts to ensure adequate cash flow
- Quarterly calculations for dues owed to diocese
- Prepare and file semi-annual GST rebate for diocese and parishes
- Assist Financial Administrator with annual online charity return filing for diocese and parishes
- Assist with year-end preparation for parishes and diocese
- Conduct banking as needed
- Assist with e-transfer postings
- Prepare and disburse charity receipts for diocese and diocesan related programs
- Assist Financial Administrator with payroll and benefits plan
- Filing and records management
- Other related duties as required

WORKING CONDITIONS:

- Full-time Monday to Friday 8:30 a.m. to 4:30 p.m. (37.5 hours per week). Willing to consider a part-time schedule.
- Occasional evening work may be required
- Health and retirement benefits available upon completion of probationary period
- Starting wage $22.00/hour; negotiable depending on education and experience.

QUALIFICATIONS:

- A Business Administration diploma an asset but not required
- Previous bookkeeping experience in a professional service organization
- Basic knowledge of accounting principles
- Detail-oriented and have the ability to coordinate multiple priorities within a fast-paced environment
- Possess excellent organizational and communication skills, be self-motivated, flexible and enjoy working as a member of a team
- Experience with Microsoft Excel and financial software applications, preferably QuickBooks, will be an asset
- Work independently and follow through with initiatives with little direction
- Manage confidential, sensitive and time-sensitive matters with professionalism, diplomacy, decorum and discretion
- Ability to recognize areas of improvement and implement changes as required
- A successful criminal record check for the vulnerable sector

Submit resume including references to hr@dostp.ca

Position will remain open until a until suitable candidate is hired