**JOB DESCRIPTION**

**PART-TIME BOOKKEEPER**

**St. Aidan Parish**

**Job Overview:**

The part time Parish Bookkeeper supports the Accountant and is involved in all aspects of the day-to-day accounting and periodic reporting functions of the Parish for Parish Finance Council, Archdiocese Finance, government entities and others as approved by the Pastor. This part-time position requires 10 hours per week.

**Responsibilities:**

* Recording of Parish Transactions to Parish Accounting System (PCAN)
  + Parish Collections per Tally Sheets and Bank Deposits, including special collections
  + Vendor invoices and cheques issued
  + General Journal entries
* Ensures all transactions are recorded in their proper General Ledger Accounts
* Reconciliation of Collections
* On a weekly basis, he/she must ensure that the Tally sheet, deposit slip, bank statement and the Parish Collection entries in PCAN all agree.
* Ensure special collections are remitted to Chancery following month of collection,
* Process any donation reports via the Archdiocese or external organizations and provide supporting

documents for Accountant

* Ensure all supporting documents are maintained for all transfer funds between the parish bank

account and Archdiocese

* Ensure all regular general journal entries are recorded and are properly supported:
  + Donate Now Collections by Archdiocese
  + PAG Reports by Parish and Archdiocese
  + Other Collections Directly Deposited by Archdiocese
  + Bank Interest Income as shown in Bank Statement
  + Other Bank transactions
* Ensure pension contributions and employee group health benefits are accurate and are remitted on a

timely basis

* Maintain all financial records and at end of year purge files for storage as per Archdiocesan Guidelines
* Personnel reporting as required by the Archdiocese.
* Work closely with Parish Accountant for the following:
  + monthly bank reconciliation and financial reports,
  + semi-annual Parish Financial Report,
  + Annual Registered Charity Returns,
  + Quarterly GST/HST Rebates,
  + And submission of all government-required reporting.
* 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
* Working knowledge of general bookkeeping and accounting practices using computerized accounting systems
* Working knowledge of general payroll practices using automated payroll systems
* Ability to maintain up-to-date knowledge of Archdiocesan financial policies and procedures.
* Proficiency in Microsoft Office (Excel &Word)
* Demonstrated ability to set priorities, meet deadlines, and organize work effectively and efficiently,

including developing and maintaining effective record-keeping systems

* Understand the importance of maintaining confidentiality.
* Superior verbal and written communication skills and good interpersonal skills
* Other Archdiocese of Toronto parish bookkeeping experience is an asset.
* Knowledge of parish operations and the Catholic Church is an asset.
* A criminal background check will be required of the successful applicant.