

Job Title: Parish Bookkeeper cum Administrative Assistant

Location: St. Anne Parish,  
859 Barnardo Avenue,  
Peterborough, ON, K9H 5W2

Reports To: Fr. Sanyatson Sessaiah, Pastor

Employment Type: Part-time

Pay Grid: Between \$22.13 to \$27.23 based on experience

Work Schedule: 20 Hours per Week, 4 Days from 9.30 AM to 3.00 PM

Start Date: July 2, 2025

**Position Summary:**

The Parish Bookkeeper cum Administrative Assistant is responsible for maintaining accurate financial records of the parish and managing the day-to-day administrative operations of the parish office. This dual-role position requires discretion, confidentiality, accuracy, and a commitment to serve the mission of the Church.

**Bookkeeping Duties:**

- Maintain accurate financial records including accounts payable, accounts receivable, and general ledger.
- Prepare monthly and annual financial reports.
- Process and record donations, collections, and other income.
- Handle payroll processing and related documentation through online third-party software.
- Prepare bank reconciliations and oversee parish bank accounts.
- Ensure compliance with diocesan financial policies and relevant government regulations.
- Assist with budgeting, audits, and financial planning.

**Secretarial/Administrative Duties:**

- Greet visitors, answer phone calls, and respond to parishioners' inquiries with courtesy.
- Maintain parish records such as baptism, Confirmation, Marriage, and Death registers.
- Manage parish calendar, appointments, and correspondence.
- Prepare weekly bulletins, notices, and announcements.
- Support liturgical and parish events through scheduling and logistics.
- Maintain and organize parish files, documents, and archives.
- Discuss with Pastor to order and manage office supplies and liturgical items.

**Qualifications:**

- Proven experience in bookkeeping and general office administration.
- Proficiency in accounting software (e.g., QuickBooks, Excel) and MS Office Suite.
- Good understanding of basic accounting principles and office procedures.
- Excellent organizational and time-management skills.
- Strong communication and interpersonal abilities.
- High level of integrity, confidentiality, and discretion.
- Knowledge of Catholic Church operations and terminology is an asset.

**Education and Experience:**

- Minimum of a Diploma or Degree in Accounting, Finance, Business Administration, or related field.
- Relevant work experience preferred.

**Additional Requirements:**

- Willingness to undergo background checks as required by diocesan policies.
- Ability to work independently and in a team-oriented environment.

**To Apply:**

- Please send your resume to [frsanyshaiah@peterboroughdiocese.org](mailto:frsanyshaiah@peterboroughdiocese.org) with a brief cover letter.
- Application Deadline: June 25, 2025