

Saint Martin of Tours

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Part- Time Job Opening: Parish Reception, Administrative Assistant and Bookkeeper

POSITION SUMMARY: Reporting to the parish priest and is responsible for providing reception, administrative and bookkeeping services utilizing Quick Books software. This is a 12- 18 hour per week position that includes processing and monitoring all aspects of the day to day accounting for parish financial activities including deposits, banking transactions and reconciliations, payroll, general ledger entry and reconciliation of balance sheet and profit and loss accounts, daily bookkeeping for accounts receivable and payables. Providing these services in an effective and efficient manner will ensure parish finances are accurate, completed according to current legislative requirements and assist parish in meeting their financial reporting requirements both internally and externally.

General Duties Reception and Administrative:

- Key in, edit, proofread and finalize correspondence, reports, statements, invoices, forms, presentations and other documents using computers.
- Photocopy and collate documents for distribution, mailing and filing.
- Process incoming and outgoing mail and documents, manually or electronically.
- Back up files electronically using proper procedures.
- Order office supplies, service office equipment and arrange for servicing in the case of major repairs as requested or authorized by pastor.
- Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases.
- Maintain accurate parish files for office procedures and documentation as required by labour laws and government regulations.
- Respond to telephone, personal and electronic enquiries, or forward message to appropriate person.
- Prepare documents for sacraments (certificates, etc.) and record in sacrament registers.
- Record deaths in sacrament registers and be aware of parish policy on burial plots, etc.
- Maintain an accurate record of Mass stipends (offerings) received from funeral home or individuals ensuring that all stipends (offerings) are processed through the parish account.
- Maintain the Mass schedule.
- Make schedules for church readers, Eucharistic ministers, altar servers, etc., as required.
- Keep up to date church calendar(s), event scheduling, bulletin boards, etc.
- Create, format and print weekly bulletin.
- If required coordinate with bulletin advertisers for yearly advertising including billing.
- Maintain rental schedules of parish assets (e.g., hall, tents).
- Prepare year end statistical reports for the diocese.
- Arrange schedule of meetings of parish organizations as appropriate.
- Perform duties within the realm of the spiritual mandate of the Catholic Church required to maintain the mission and vision of the Diocese/Parish.
- Perform other job-related duties as assigned.

General Duties Accounting/Bookkeeping

Complete **accounts payable and accounts receivable** functions to ensure expenditures and revenues are accurate, paid and/or received on time:

- Verify that transactions comply with financial policies and procedures
- Receive and verify petty cash, invoices, transfers, requisitions and deposits for goods and services, special collection payments to charities being the master of this spreadsheet.
- Charge expenses (cheques, transfers, etc.) and apply deposits to correct accounts and cost centers by analyzing invoice/expense and payments; record entries.
- Pay vendors by monitoring discount opportunities; verifying federal id numbers; preparing cheques per schedule; resolving contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding invoices .
- Prepare pastor/employee/parishioner expense reimbursements by receiving and verifying expense reports; preparing transfers/cheques.
- Maintain accounting ledgers by verifying, posting and reconciling account transactions, verified to budget(s). Verify vendor and accounts receivable by reconciling monthly statements and related GL transactions.
- Reports and prepares semi-annual rebate remittances for sales taxes by calculating requirements on paid invoices.
- Tracking and reconciling pooled masses monthly .

Complete **payroll and related** functions to ensure staff are paid in an accurate and timely manner:

- Verify and process pay salaries and benefits, hours of work, deductions, verify coding and obtain signatures as per Diocesan policy.
- Prepare and remit monthly source deductions, WSIB, pension and associated payroll tax remittances.
- Prepare and reconcile yearend payroll requirements including processing of T4's, T4A's and Summaries, WSIB annual reporting, etc.

Other Accounting Functions

- Monthly reconciliation of all parish bank statements.
- Month end reports to the Diocesan Pastoral Centre as per procedure.
- Complete forms, spreadsheets and required documents as requested by the pastor.

Qualifications:

1. Have completed or working towards a college program in accounting or bookkeeping or having completed accounting/bookkeeping courses with several years' experience specific to **Quick Books Software**.
2. Proficiency with using common office applications like Microsoft Word, Outlook, Excel and Publisher and the ability to learn the basics of new software applications.
3. Knowledge of accounts payable, accounts receivable, payroll functions and legislation, maintaining general ledgers.
4. Ability to maintain a high level of accuracy in preparing and entering financial and payroll information.
5. Experience in tracking budget expenses, attention to detail, thoroughness, organization, analyzing information, accounting, vendor relationships, PC proficiency, data entry skills, general math and computer skills.
6. Provide an employment police check.