



JOB TITLE: PARISH BOOKKEEPER

ABOUT ALL SAINTS PARISH

“Forming loving disciples of Jesus Christ who reach out to the world with the Good News”: This is the declared purpose of All Saints Parish and we take it seriously. God loves us and has come close to us in Jesus his son. We believe at All Saints Parish, God wants to strengthen, guide and comfort us in our needs

ABOUT THE POSITION

All Saints Parish looking to recruit a Parish Bookkeeper. The current Bookkeeper is retiring and will be available for cross-training and transitioning the new Bookkeeper into the role. The successful candidate will report to the Parish Manager.

RESPONSIBILITIES

- Maintain and keep up to date Quickbooks files
- Responsible for managing Parish payroll services
- Oversight and management of all parish financial records
- Responsible for ensuring all Parish expenses are paid in a timely manner
- Responsible for submitting Profit & Loss Statement and Balance sheet to Pastor
- Annual Canada Revenue Agency requirements are completed and filed
- Responsible for all requirements needed for staff benefits, T4s, and ROEs as required
- Collaborate with Parish Manager on financial planning and budgeting
- Ensure liability Insurance, GST rebate and RCAV requirements are met
- Member of the Finance Committee who meets quarterly to review financial statements

PERSONAL QUALIFICATIONS

- Be a person who is driven by the Catholic faith and willing to fulfill the vision and mission of this Parish.
- Familiar with accounting functions
- Good interpersonal skills. Pleasant and welcoming
- Great verbal and written communication skills
- Has attention to detail and thoroughness
- Highly motivated with outstanding work ethic and able to multitask
- Displays good judgement, emotional control and integrity
- Ability to work efficiently in a team and independently

PROFESSIONAL QUALIFICATIONS

- Accounting/bookkeeping certificate or diploma
- Minimum of one year of previous bookkeeping experience
- Competent in using QuickBooks
- Experience with developing and implementing processes and guidelines
- Proficient in Microsoft Office applications – Word, Excel, PowerPoint, Publisher, and Outlook. Knowledge of Paritek is an asset.
- Attention to detail and accurate data entry skills.
- Excellent organizational and data management skills and an ability to handle multiple projects.

HOURS & EMPLOYEE AGREEMENT

This position is a permanent part time position - 20 hours per work week. An Employment Agreement shall be established in writing upon acceptance of employment.

SALARY & BENEFITS

This position offers a competitive compensation package inclusive of customary benefits, e.g. paid time off, life insurance, pension.

HOW TO APPLY

Please email cover letter and resume to: resumes@allsaintsbc.ca