



Position Posting

The Diocese of St. Catharines is seeking the ideal candidate for the following position:

Financial Assistant

Duties

Accounting: Responsible for all aspects of financial accounting, including Accounts Receivable, Accounts Payable, maintaining the records of loans and deposits for Parishes, bank reconciliations, trial balance and unaudited financial statements in preparation for the annual audit. Maintain and ensure accuracy of General Ledger accounts, using SAGE Accounting software. Assist Auditors with documentation/working papers for year-end audit. Prepare the annual Registered Charities Information Return. Administer payroll for 20 employees. Submit all government payroll remittances. Prepare year-end T4 & T4A's.

Administrator for Diocesan Pension Plan (50 members); maintain accurate records of monthly contributions and submit online; prepare bi-annual returns; enroll new members and process retirements.

Group Benefit Administrator for clergy and lay employees of the Diocese: Responsible for invoicing, enrollments/terminations of members (approximately 110 members)

Canada Revenue (CRA) Online Administrator: Maintain approvals for communication between CRA and parishes; provide access to documentation for payroll remittances or notices from CRA.

Refugee Resettlement: Maintain ledger of Refugee cases and financial information, invest funds when appropriate, provide Refugee coordinator with confirmation of status of cases.

Provide assistance to clergy, parish secretaries, bookkeepers as required. Send out year-end information to parishes regarding SAGE, annual priests payroll and T4's.

Record minutes of Finance Council meetings.

Provide 'back up' assistance to the Executive Assistant position in her absence.

Qualifications:

Financial Accounting diploma or equivalent experience.
Active member of a Catholic church community in good standing preferred

Skills and Knowledge

Proficient in SAGE, Excel, Word, EasyPay software
Excellent organization skills – time management
Ability to work with others in a professional and positive manner
Pro-active in developing more efficient methods of completing tasks
Respect for the confidential nature of the position

Experience:

Experience in a not-for-profit organization
Experience in office procedures and working in a team environment
Experience in SAGE accounting software, EasyPay payroll software

Interested applicants are invited to submit a resume to John O'Brien (jobrien@saintcd.com),
Chief Finance Officer for the Diocese of St. Catharines.