



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 for Parish Loans and Deposits, 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 charitable return. Administer payroll for 20 employees. Submit all government monthly payroll remittances. Prepare year-end T4 & T4A's.

Administrator for Diocesan Lay Pension Plan (50 members); maintain accurate records of monthly contributions and submit online to Manulife; 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.

Administrator for Online Banking (Meridian Credit Union) for 25 parishes, setting up of accounts, direct deposit, e-transfers, online access for staff, passwords etc.

Refugee Resettlement: Maintain ledger of Refugee cases and financial information, invest funds when appropriate, provide Refugee co-ordinator 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 and current pastor's reference letter to John O'Brien (jobrien@saintcd.com), Chief Finance Officer for the Diocese of St. Catharines by October 18, 2024