

Roman Catholic Parish of St. Timothy

Parish Accountant

Introduction

The Parish Accountant reports to the Pastor and is responsible for administering all aspects of parish finances, working in partnership with multiple ministry leads. The primary areas of responsibility include processing all income, accounts payable, payroll, reconciliations, month-end financial reports, annual budget development, and other financial tracking.

As an integral Parish vocation, the Parish Accountant is active in the Roman Catholic faith, of good character, prudent, and ready to help the Pastor in all temporal administrative matters.

The Parish Accountant will normally work during regular Parish office hours but may require occasional evenings and weekends.

Primary Tasks

- Maintains the financial bookkeeping system for the parish including accounts payable and receivable ledgers and financial statements.
- Monitors and maintains the cash flow.
- Processes all financials including deposits of money received, cheque processing, and assuring proper authorization of expenditures.
- Completes journal entries for proper accounting of payroll. This includes preparing monthly payroll records, calculating and distributing individual payroll cheques, and preparing and remitting government deductions and staff benefits.
- Reconciles and prepares T4 records for all staff.
- Processes annual contribution statements for parishioners.
- Gathers information and reports for audits.
- Prepares monthly financial statements for the Finance Committee Chair. This includes balance sheets, income statements, and financial activities related to special campaigns, as requested.
- Prepares and maintains records relating to GST rebate.
- Prepares annual Government of Canada tax return.
- Prepares and maintains records pertaining to CACR diocesan levy.
- Supports Pastor, Finance Committee Chair, office staff, and parishioners with financial questions, and completes other duties assigned by the Pastor and Finance Committee Chair.

Key Knowledge and Skills

- Ability to perform outlined tasks above.
- Knowledge of proper accounting and internal control procedures.
- Knowledge of government compliance and reporting requirements.
- Knowledge of requirements for payroll processing and benefits administration.
- Knowledge of accounting software (ideally, QuickBooks), Excel, and Word.
- Ability to set priorities and organize work effectively and efficiently including developing and maintaining effective record-keeping.
- Ability to honour and maintain strict privacy and confidentiality.
- Strong verbal and written communication skills to professionally communicate and represent the Parish of St. Timothy to those who call, write, or visit
- A commitment to strong interpersonal relationships, teamwork, and support of Church ministries.