



***Job Description – Part-time Bookkeeper  
Saint Patrick Basilica Parish Ottawa***

***General Statement***

Reporting to the Rector and the Parish Finance Council and under the supervision of the Chartered Public Accountant, the Bookkeeper will be responsible for maintaining a complete and accurate set of records for financial reporting purposes in accordance with generally accepted accounting and auditing principles. The Bookkeeper is responsible for the Parish's accounting practices and audit controls, the conduct of its relationships with banking institutions and the financial community, and monthly account reconciliations.

This position requires a person to be patient and diplomatic and have the ability to deal with a variety of individuals, including staff and volunteers who often do not have professional training in accounting. Attention to detail and strong interpersonal skills are also key qualities that are required to fulfill this mandate.

***General Duties***

Responsible for the day-to-day operation and bookkeeping of the Parish Funds, including but not in order of importance:

- Ensure compliance with diocesan finance protocols
- Maintain an organized filing system for all appropriate documents
- Oversee internal system of handling funds
- Prepare weekly, monthly and annual accounting reports including periodic reports to parishioners and annual Parish financial report to Diocesan Administration.
- Ensure accurate processing of monthly remittances
- Prepare journal entries, maintain the general ledger and trial balance
- Manage accounts receivable and accounts payable, including matching invoices with purchase orders or other authorizing purchase documents (including reconciliation of corporate credit cards and suppliers' statements)
- Maintains a record of parishioners' donations to issue charitable receipts for tax purposes.
- Prepare account reconciliations including bank reconciliations and investment schedules
- Conduct banking
- Perform bi-weekly and monthly payroll processing, reporting, and quality assurance functions
- Invoice customers and others, as required
- Store, update, retrieve and backup financial data
- Answer Parishioners' inquiries
- Print accounts payable cheques and submit along with supporting documentation to check signers
- Act as first line contact with vendors regarding billing problems
- Keep Rector informed of potential accounting problems
- Liaise with Book & Gift Shop manager and staff to support them in bookkeeping needs related to their program areas, including costing, budgeting and inventory control
- Oversee cash flow requirements, and communications with bankers and Diocesan Administration on investments and loans
- Complete and submit quarterly and annual HST documents and Annual Charity Return
- Complete and submit quarterly diocesan tax and other remittances to the Archdiocese



- Keep abreast of current knowledge of regulatory changes and impacts on the Parish's books of account
- Develop, analyze, and interpret statistical and accounting information in order to appraise operating results in terms of surplus/deficit, performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the Parish
- Assist in the preparation of the budget and financial forecasts
- Keep abreast of Federal, Provincial and local corporate, payroll, and other applicable taxes (notably G.S.T./H.S.T.)

#### ***Other Related Duties***

- On-site banking at the Parish's branch (deposits, bank drafts, money orders, etc.)
- Maintain donor database including pre-authorized donations
- Prepare charitable income tax receipts for donors (balanced to the book of accounts)
- Such other responsibilities connected to the financial managements and controls as proposed by the Rector
- Perform other duties as assigned

#### ***Hours of Work***

- On a weekly basis, 15 hours per week
- On a monthly basis, an additional 8 hours in order to help prepare the monthly reports to the Finance Council
- At year-end, up to an additional 50 hours in order to prepare the annual report to Diocesan Administration and the annual report to Parishioners

#### ***Qualifications***

- Fluent communication skills, both verbal and written, in English
- College or University degree in Accounting, with at least 3 years accounting experience. Equivalent experience will be considered.
- General understanding of computerized accounting systems
- Excellent working knowledge of Sage 50, MS Excel, MS Outlook and MS Word
- Accuracy and attention to detail while working under tight deadlines

*The following qualifications would be considered assets:*

- Knowledge of the Roman Catholic Church and its governing structures
- Strong computer and technical skills

***Please note that a recent clear Canadian Criminal Records check, including the vulnerable sector, is a requirement for this position.***