



**ST. ANTHONY'S PARISH  
ROMAN CATHOLIC DIOCESE OF  
CALGARY**



**POSITION DESCRIPTION  
Bookkeeper**

**REPORTS TO**

Pastor

**OVERVIEW**

The part time Bookkeeper is an essential element in the smooth functioning of the Parish. Professionalism in behavior and appearance; accuracy and attention to detail; a high degree of organizational and communication skills; positive interpersonal skills; ability to multi-task and problem solve; ensure compliance with Parish and Diocesan Policies and relevant legislation; and appropriate discretion and diplomacy are all expected in the delivery of all responsibilities.

**RESPONSIBILITIES**

**PRIMARY RESPONSIBILITY:**

- Maintain Accounts Payable and Receivable; Record donations; Prepare input to monthly payroll;  
**Specifics:**
- Follow established procedures adhering to Parish (Diocese) policies, regulations, guidelines, formats and the code of accounts established by the Diocese using Parish Friendly, Microsoft Office, QuickBooks, and other tools.
- Maintain accurate and current accounts payable and receivable ledgers, posting donations and processing cheques, ensuring proper authorization.
- Record and post receipted Donations in parish friendly weekly.
- Maintain the Counters' cupboard and order banking supplies including cheques, deposit books and deposit bags. Prepare deposit bags for Sunday Masses.
- Prepare payroll documents package for Accountant before the 25th to process monthly payroll.
- Issue and recall donation envelopes.
- Provide chart of account reports as requested.
- Maintain financial reporting records and filing.
- Print and, with the office staff, distribute the annual tax receipts.
- With the Accountant balance Parish Friendly accounts and QuickBooks accounts quarterly.
- Apply updates to QuickBooks and Parish Friendly as required.
- Maintain back up system for QuickBooks and Parish Friendly.
- Other duties as assigned by the Accountant, Parish Secretary and Pastor.

**QUALIFICATIONS**

- Post-secondary education, business administration/accounting diploma, or equivalent training and business and experience, and a sound knowledge of financial accounting
- Minimum of 2-3 years of related bookkeeping experience.
- Church office environment knowledge and experience is a definite asset
- Intermediate to advanced proficiency in MS Office products such as Word, Excel, PowerPoint, Publisher, Outlook and QuickBooks.
- Superior organization skills, with the ability to set priorities, follow-up and meet deadlines.
- High attention to detail and accuracy.
- Display integrity, confidentiality, tact and good judgement in resolving problems and answering inquiries.
- Ability to work independently in a varied and diverse environment and as a member of a team.
- A high degree of initiative and self-motivation.
- Ability to be conscious of the need to strictly maintain confidentiality (this is a condition of employment).

<b>HOURS OF WORK</b>	
Average 6.0 hours per week (may only be modified by mutual agreement and as agreed to in employment contract)	
<b>KEY RELATIONSHIPS</b>	
Pastor, Associate Pastor, Parish Secretary, Accountant, Counters, Ministry Leaders, other staff, Parishioners, Pastoral Centre, other guests to the Parish Office	
<b>PLANNING AND REVIEW</b>	
The HR Policy recommends a minimum of two performance review sessions per year, once at the beginning of the year to set the stage for the coming year and a second one as a mid-year review to ensure priorities are still valid and on track to meeting your goals. For new employees, the initial planning session will occur at hire and will follow the planning/review schedule.	
<b>STRENGTHENING OUR PARISH COMMUNITIES</b>	
Screening for employment includes: <ul style="list-style-type: none"> <li>• satisfactory Vulnerable Sector Police Information Check,</li> <li>• three (3) reference checks</li> <li>• Agreement to the Model Code of Conduct (see <a href="http://www.calgarydiocese.ca/articles/employment-opportunities.html">http://www.calgarydiocese.ca/articles/employment-opportunities.html</a>)</li> </ul>	
<b>TO APPLY:</b> The Diocese of Calgary fosters “Strengthening Our Parish Communities” a safe environment program. Screening includes a satisfactory Vulnerable Sector Police Information Check and Agreement to the Model Code of Conduct. See <a href="http://www.calgarydiocese.ca/human-resources">www.calgarydiocese.ca/human-resources</a>	
Interested persons may apply by submitting a complete Application Package including: <ul style="list-style-type: none"> <li>• Application for Employment downloadable at <a href="http://www.calgarydiocese.ca/human-resources">www.calgarydiocese.ca/human-resources</a></li> <li>• Cover letter describing your suitability for the position by one of the following:</li> <li>• Resume or CV</li> </ul> E-mail to: <a href="mailto:humanresources@calgarydiocese.ca">humanresources@calgarydiocese.ca</a>	
We thank in advance all applicants for their interest. Only short listed applicants will be contacted.	

Approved by: Human Resources

Date: March 2018

To apply: Send the above listed requirements to [humanresources@calgarydiocese.ca](mailto:humanresources@calgarydiocese.ca) by Monday, **April 16, 2018**.

*Prepared by RC Bishop of the Diocese of Calgary*

