



# Archdiocese of St. John's

## Organization Overview:

The Roman Catholic Archdiocese of St. John's serves a Catholic population of 111,000, across 16 parishes, spanning the Avalon and Burin Peninsulas. It operates a number of registered charities throughout the region and is governed by both Canon and Civil Law.

The Archdiocese is currently transitioning its operations and governance structure, and is looking for a talented and experienced **Accounting Administrator** to join its team.

## Position Summary:

Demonstrating initiative, good judgment and respect for privacy and confidentiality, the position reports to the Chief Financial Officer (CFO). This position is responsible for the accounting and administrative functions of the Business Office of the Archdiocese.

Reporting directly to the CFO, this role is pivotal in maintaining the accuracy and efficiency of our financial operations. The ideal candidate is highly organized, detail-oriented, and able to manage multiple priorities in a developing organization. The ideal candidate will possess a strong understanding of financial services, payroll, and accounts payable and receivable, along with proficiency in computerized accounting.

Adherence to legislative requirements and accounting policies and procedures is extremely important.

The successful candidate is an individual who is an experienced professional with experience in full-cycle accounting.

## Key Responsibilities:

In this position, you will be responsible for:

- recording the ongoing business transactions of the Archdiocesan Business Office including posting and verifying financial transactions, producing the internal financial statements from Sage 50, and completing period end procedures;
- maintaining the Accounts Payable sub-ledger, including bi-weekly cheque runs;
- maintaining the Accounts Receivable sub-ledger at the Archdiocesan level, including preparing deposits as needed;
- reconciling the bank and general ledger accounts;
- monitoring cash balances;
- document control;
- working collaboratively with the Parish Accountant to ensure that inter-departmental transactions between the Archdiocesan Business Office and the parishes are recorded and reconciled;
- supporting the Human Resources Manager by reviewing the bi-weekly payroll schedules and, on occasion, complete the processing of payroll;
- preparing working papers to support the annual assurance process, and other ad hoc financial analysis;
- preparing the Archdiocese's statutory filings and remittances (e.g. HST and payroll), including the annual T3010 Registered Charity Information Returns of all of the Archdiocesan-related charities; and
- Providing day-to-day support for the CFO.



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### Qualifications and Requirements:

- A university degree and/or college diploma in accounting or equivalent related experience
- 5 years' experience working in an office environment, performing accounting and administrative duties
- Experience working with accounting software, in particular Sage 50 Premium
- Experience in not-for-profit accounting (and/or a charity) would be an asset
- Experience with Microsoft Office, especially Excel

### Personal competencies:

- An ongoing commitment to continuous improvement.
- Ability to be detail-oriented and perform work with accuracy and deliver information on a timely basis, while ensuring the optimal use of resources to achieve objectives
- Ability to maintain confidentiality in all aspects of the role
- Demonstrated effective oral and written communications skills
- Respectful attitude toward co-workers, clergy, service providers, parishioners, volunteers, and other members of the public
- Trustworthy through consistent honesty and professionalism in all interactions
- Legally authorized to work in Canada on a full-time basis without restrictions.

### Career Development:

Our performance management and feedback programs are a core part of how we grow as an organization and as professionals. The Archdiocese has an open-door policy and encourages mentorship and active feedback loops. We seek to both provide and collect constructive feedback and collaborate on how to do things better with training opportunities provided so our people to grow their technical and soft skills. We understand investing time and resources into our staff is investing in our organization.

### Salary and benefits:

Competitive salary based on experience and qualifications. The Archdiocese also offers health, dental, and disability benefits, and an employer-matched RRSP program.

### Work Location:

In-person, St. John's, Newfoundland

### Contact information:

Please email your cover letter and resume to [twhiffen@rcsj.org](mailto:twhiffen@rcsj.org)

Only those applicants selected for an interview will be contacted.