



The Roman Catholic Diocese of Peterborough

The Roman Catholic Diocese of Peterborough is seeking a full-time (32.5-hour work week) **Senior Finance Assistant** at the Diocesan Pastoral Centre in Peterborough.

The Senior Finance Assistant reports to the Director of Finance, Property and Administration and is responsible for providing financial and administrative support to the Office of Temporal Affairs in the management and operation of the parishes and the Diocesan Pastoral Centre office.

Specific Requirements:

- Working knowledge of maintaining and reconciling general ledger accounts and year end working papers for multiple locations.
- Review of multiple location yearend files and preparation of Annual Charitable Returns (T3010).
- Quickbooks experience is required, in a multiple file environment is an asset.
- Familiarity with charity and non-profit organizations.
- Working knowledge of processing electronic banking and reconciliation of multiple bank accounts.
- Advance knowledge of MS Office and ability to create Financial Council minutes.
- Have completed a post-secondary diploma in accounting and financial administration or another accreditation, or extensive experience in this field.
- Provide a Enhance Police Information Check.

A copy of the Job Description is enclosed. Resumes and Cover letter will be accepted until **Monday October 2nd, 2023**, to debmcræ@peterboroughdiocese.org.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Diocese of Peterborough provides reasonable accommodation to individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with their supervisor and the Human Resources Department.



Diocese of Peterborough

POSITION TITLE: Senior Finance Assistant

POSITION SUMMARY: The Senior Finance Assistant reports to the Director of Finance, Property and Administration and is responsible for providing financial and administrative support to the Office of Temporal Affairs in the management and operation of the parishes and the Diocesan Pastoral Centre office.

DUTIES: This includes **processing and monitoring all aspects of the day-to-day accounting** for Diocesan Pastoral Centre activities including **banking transactions and reconciliations, complete compilations, general ledger entry and reconciliation of balance sheet and profit and loss accounts, working papers and schedules for Diocesan consolidated financial statements, Annual Charitable Returns (T3010) and assist parishes directly in dealing with daily bookkeeping and year-end issues.** Providing these services in an effective and efficient manner will **ensure Diocesan finances are accurate**, completed according to current legislative requirements and **assist parish** in meeting their financial reporting requirements both internally and externally.

Banking

1. Manage electronic banking by overseeing bi-weekly payments, transfers and the automatic debit system, stop payments, balance reporting and verify spreadsheets for monthly transfers.
2. Monthly reconciliation of all Diocesan Pastoral Centre bank.
3. Maintain the Diocesan Pastoral Centre master account(s).
4. Tracking, review and audit of all parish submitted bank reconciliations.

Accounting

1. **Provide monthly reconciliation for all diocesan accounts. Review and tracking of all monthly parish submitted month end financial reports.**
2. Review, verify and update parish loans and term deposit interest payments and receipts and prepare yearend working papers for these.
3. **Create payment schedules** and calculate monthly interest for loans owed to the Diocese.
4. Examine and correct QuickBooks files for 40 parishes to ensure accuracy of annual consolidated diocesan financial statements on a monthly and annual basis.
5. Prepare, template, and send out quarterly **DPC Ministry financial reports**, budget vs actual.
6. Verify parish assets and liabilities with diocesan files.
7. Inform the parishes of errors, bookkeeping policies, administrative methods, governing laws and diocesan requirements.

8. Respond to inquiries regarding bookkeeping **methods charitable status reporting**, government legislative reporting, etc. and complete 40 parishes annual T3010's prior to June 30 deadline.
9. Attend Diocesan Finance Council meetings to take notes/minutes and provide supporting documents.
10. Perform other job-related duties as assigned.

Qualifications:

The incumbent must have proficient knowledge in the following areas:

1. Have completed a post-secondary diploma in accounting and financial administration or another accreditation.
2. Working knowledge of maintaining and reconciling general ledger accounts and year end working papers.
3. Advanced Quickbooks experience, preferably in a multiuser environment.
4. Ability to maintain a high level of accuracy in preparing and entering financial information with above average mathematical skills.
5. Familiarity with charity and non-profit organizations would be an asset.
6. Excellent working knowledge of Generally Accepted Accounting Principles (GAAP).
7. Experience in tracking budget expenses, attention to detail, thoroughness, organization, analyzing information , accounting, relationships, PC proficiency.
8. Provide a police check for the vulnerable sector upon hire and every five years, along with an Annual Declaration.