

St. Peter's Parish requires an individual to fill the position of Parish Bookkeeper/Accountant. Please submit your resume to the Parish Office 100 Argyle St. Regina Sk. S4R 4C3. Attention: George Penn. Or email your resume to [stpete@saktel.net](mailto:stpete@saktel.net).

Applications will be received up to October 28, 2019.

## **Bookkeeper/Accountant**

Average annual hours 90.

Knowledge, Skills and Abilities:

- Working knowledge of Sage Simply Accounting, Microsoft Excel, and (preferably) Parish Friendly Solutions programs.
- General knowledge of accounting principles and procedures.
- Experience working in a non-profit environment.
- Ability to work alone.
- Ability to meet deadlines.

Responsibilities:

- Account Code and enter all revenue and expenses, checking for accuracy.
- Review all Bank Statements for accuracy.
- Direct required payments to various organizations.
- Complete and submit rebate program information for reimbursement.
- Prepare and submit annual report to the Archdiocese.
- Prepare and submit annual report for non-profit organizations.
- Prepare and submit Revenue Canada reports including T4's.
- Prepare monthly financial reports for Parish Finance Committee.
- Prepare and complete annual audit of Parish finances.
- Complete year-end financial reports including Balance Sheet and Statement of Operations.
- Assist the Parish Financial Chair with Budget preparation.
- Attend the Parish Annual General Meeting (AGM).
- Provide a new Criminal Record Check.