



Roman Catholic Archdiocese of Regina

Position: Senior Accountant

Position Summary:

Reporting to the Financial Officer, the Senior Accountant is responsible for oversight of regular processing, period-end procedures, and management accounting functions. The Senior Accountant also ensures that an ongoing and strong connection with parish staff and volunteers involved in the area of finances is maintained and supported. As part of the Finance Office Team of the Archdiocese of Regina, the successful candidate will bring their energy and enthusiasm for the mission of the Church.

Responsibilities:

- Oversight of Regular Processing
 - Coordinate and participate in day-to-day processing and rhythms
 - Accounts Receivable (including invoicing of Diocesan Assessments, Priest Pension Plan, and Insurance Premiums)
 - Accounts Payable
 - General Ledger (both recurring and ad hoc entries)
 - Maintain balance sheet and income statement accounts, ensuring appropriate adjusting entries are kept in a timely manner
 - Oversee data integrity of financial records, including maintaining and proposing internal controls
 - Ensure proper treatment of physical and electronic records
 - Assist in proposing process evolutions and efficiencies
 - As needed: donation entry, issuing charitable tax receipts (in collaboration with Development office)
- Period-End Procedures
 - Establish and maintain required month-end procedures and rhythms
 - Prepare monthly Bank and Credit Card Account reconciliations
 - Establish and maintain required quarter-end procedures and rhythms
 - Perform other reconciliations as needed
 - Assist in planning, coordinating and executing year-end procedures and the annual financial audit
 - Compile information for annual Charity Information Return and GST rebates
- Management Accounting
 - Regular preparation of Financial Reports
 - Assist in Financial Analysis
 - Coordinate the annual Diocesan Budget cycle
 - Maintain internal ledgers (general loans, refugee deposits, etc)

- Assist in cost allocation
- Special Projects as required
- Diocesan Parish Support
 - Review Parish Annual Financial Returns and issue assessment notices
 - Responsible for the execution of the Archdiocesan Insurance program (premium calculation, compliance, invoicing, liaising with parishes)
 - Assist in the development of Parish financial operations best practices and policies
 - With the Financial Officer, act as a resource to parishes for accounting practices, financial matters, and banking

Qualifications:

- 3+ years of accounting experience.
- Knowledge of Canada Revenue Agency guidelines, accounting and payroll principles, and practices.
- Experience with preparing registered charity annual returns would be an asset.
- Proficient user of accounting software and MS Office software, expressly Excel.
- Volunteer or professional experience with religious organizations or contexts would be an asset.
- Strong administrative and interpersonal skills.
- Strong verbal and written communication skills and the ability to work positively with individuals of all ages and backgrounds.
- Exceptional attention to detail and high level of accuracy.
- High level of integrity, ethics and commitment to maintaining confidentiality of all archdiocesan information.
- Demonstrated cultural awareness and sensitivity.
- French speaking would be an asset

Full-time salary range: \$50,000 – 75,000

Interested applicants are invited to submit a resume and cover letter by September 20th to:

Archdiocese of Regina
 Attention: Leona Burkhart
 P.O. Box 1546 Stn Main
 Regina, SK S4P 4C3
 Email: lburkhart@archregina.sk.ca

Applications will be received until the role is filled and we reserve the right to shorten or extend the application deadline based on interest. Please apply promptly to ensure your application will be considered.

We thank all applicants for their interest, however, only those shortlisted for an interview will be contacted.