

Corpus Christi Parish

Office Finance Administrative Support Full Time Position

Corpus Christi is looking for a Finance Administrative Support person, reporting to the Office Manager. The Finance Administrative Support Personnel performs a variety of routine and non-routine accounting and administrative functions for the parish, in accordance with Accounting Standards for Not-for-Profit Organizations

RESPONSIBILITIES AND DUTIES, *but not limited to:*

Providing Financial and Administrative services for the office Manager, the Pastor and the parish community including but not limited to:

A. Accounting / Office Administration

- Basic data entries.
- Accounts Receivable / Payable.
- Generating various Revenue & Expense reports.
- Preparing deposit slips on revenue and donations received in office.
- Updating our donation system and generating annual donation receipt.
- Liaise with Corpus Christi School on accounting related issues.
- Ensure expenses incurred are within our annual budget.
- Gather and forward invoices to external accountant; ensure all cheques are signed and co-signed by authorized personnel.
- Ensure payments and reimbursements are made in a timely manner.
- Monitor budget within each ministry group.

B. Fundraising

- Prepare fundraising summary based on donation record for planning purposes.
- Assist Capital Campaign and Project Advance team on donations received at the parish.
- Ensure all donations are tracked accurately and prepare collection report for review.
- Prepare cheques and submit collection to Project Advance office in a timely manner.

C. Other

- Attend meetings and takes minutes as requested by the Office Manager.
- Other administrative and accounting tasks, at the direction of the Office Manager.

QUALIFICATIONS

- Strong attention to detail, proven mathematical skills, experience in accounting and finance area.
- Excellent verbal and written communication skills.
- Must have strong interpersonal skills and the ability to work well under pressure.

- Strong problem solving and trouble shooting skills, without constant supervision, must be able to identify issues requiring the Office Manager's attention.
- Ability to work in a collaborative manner, must be a team player.
- Superior time management skills, organizational skills, and the ability to prioritize tasks.
- Professional, responsive, and positive work attitude.
- High degree of integrity and discretion in dealing with numerous sensitive and confidential issues. Confidentiality is imperative.
- Demonstrates a high level of trust (A violation of trust will result in immediate dismissal).
- Advance knowledge of computer, technology and office equipment; knowledge of all software used in the operation of the Parish (Microsoft Office – Word, Excel, Publisher, PowerPoint, Outlook, Paritek, etc.)
- Must meet Safe Environment requirements and protocols.

WORKING ENVIRONMENT

- Working hours: Mon to Fri, from 8:30am – 4:30pm
- Opportunity to work in a faith-based environment.
- Monthly Range: \$ 24-28 per hour

Please submit a résumé and a cover letter by May 25th with “Office Administrative Support” in the subject line to:

Winnie Shiao

Email: winnie@ccparish.ca

Website: <https://www.ccparish.ca>

Thank you for your interest; only shortlisted candidates will be contacted.