

**Ukrainian Catholic Eparchy of Edmonton**  
**Position Description: Finance and Policy Administrative Assistant**

<b>Type of position:</b> <input checked="" type="checkbox"/> Temporary/ Full Time expiry date: TBD	<b>Work duration/hours:</b> 8 weeks at 35 hours per week  <b>Rate: \$18.00 /hour</b>	<b>Primary Location:</b> Pastoral Centre 9645 108 Avenue, Edmonton, AB  <b>Travel:</b> None expected
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**Purpose:** Assist with the development and editing of administrative documents and conduct financial analysis projects.

Key Objectives	Responsibilities may include:	
<b>Policy / Procedure Development</b>	<ul style="list-style-type: none"> <li>• Assist with the development of policies and procedures related to different areas including human resources, finance and accounting and parish operations.</li> <li>• Evaluate existing policies and procedures and update as required.</li> <li>• Update various operational documents, including those for use by parishes in the Eparchy's portal Parish Hub.</li> </ul>	
<b>Financial Analysis</b>	<ul style="list-style-type: none"> <li>• Review and analyze financial statement information with the purpose of assessing viability and stability based on cash flow and net worth, among other factors.</li> <li>• Research and review financial applications to be used by parishes, particularly for donation tracking, budgets and cash flow.</li> </ul>	
<b>Other Related Duties</b>	<ul style="list-style-type: none"> <li>• Perform other duties as maybe required from time to time.</li> </ul>	

**Education and Experience:**

- One or two years post-secondary education or related training.
- Dynamic and committed individual who works well in team environments.
- Excellent oral and written communication skills.
- Ability to organize and prioritize.
- Possesses patience, flexibility, adaptability and a sense of humour.
- Trustworthy, respects confidentiality, makes sound judgments, seeks counsel of others.

\*\*\* This position may be presented as 8 weeks at 35 hours per week or may be worked part time over a longer period of time (but no more than 16 weeks).