

**Ukrainian Catholic Episcopal Corporation of Western Canada
(Eparchy)**



Position Description: Eparchial Accountant – August 2023

Position Title: Accountant

Accountable To: Director of Finance

Type of position: <input type="checkbox"/> Full-time Salary <input type="checkbox"/> Part-time Salary <input type="checkbox"/> Full-time Hourly <input checked="" type="checkbox"/> Part-time Hourly	<input type="checkbox"/> Temporary expiry date:	Primary Location: Chancery Office Travel: None
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Purpose: Responsible for managing the accounting cycle, ensuring internal controls are followed and reporting requirements are met

Key Objectives	Responsibilities	Contacts
Accounting Cycle (monthly)	<ul style="list-style-type: none"> Review all transactions (accounts payables & receivables) to ensure they are recorded accurately and on a timely basis Determine any adjustments required Review receivables to ensure they are current and collectible Review payables confirming approvals and supporting documentation Update investment accounts Review donation deposit information; ensure appropriate receipts are prepared Assist in the preparation and review of the monthly financial statements and review with the DofF 	Director of Finance (DofF) Accounting and Payroll Clerk
Accounting Cycle (quarterly, annual, adhoc)	<ul style="list-style-type: none"> Assist in the preparation and review of the quarterly financial statements with variance analysis (and reforecast as necessary) Review the Quarterly GST submission (GST and Rebate filings) Assist in the preparation of year end working papers required for the completion of the annual financial statements Review the annual financial statements and annual charities return (T3010) prepared by the external accountants Assist in the preparation of budgets 	Director of Finance Accounting and Payroll Clerk
Payroll processing (monthly, annual)	<ul style="list-style-type: none"> Review monthly payroll postings Review the payroll and benefits annual filings including T4s, WCB, pension etc. 	Director of Finance

		Accounting and Payroll Clerk
Insurance	<ul style="list-style-type: none"> • Support the insurance review on behalf of the Eparchy including reviews of coverage for parishes • Manage/monitor the Eparchial Insurance Reserve fund including claims from parishes • Review the annual insurance invoices to parishes 	
Other related duties	<ul style="list-style-type: none"> • Work on special projects related to eparchial or parish finances • Perform other duties as maybe required from time to time 	Bishop Director of Finance

Education and Experience:

Completion of the Charter Professional Accountants (CPA) designation
Equivalent related experience and education may be considered

Knowledge:

Strong financial reporting and statement preparation skills
Understanding of internal controls and their implementation along with review practices and procedures
Knowledge of reporting for charitable organizations (as required by the Canada Revenue Agency)
Knowledge Microsoft Office Suite, Excel, accounting software Quickbooks

Abilities:

Excellent oral communication and good written skills
Ability to organize and prioritize
Ability to work with a minimum of supervision
Ability to be sensitive to and maintain strict confidentiality

Personal Suitability:

Active Catholic faith life and abides by the teachings of the Catholic Church. In some cases, this requirement may be satisfied by a person who has knowledge of the Catholic faith and is willing to function in a manner consistent with the mission of the Catholic Church
Knowledge of Ukrainian is an asset
Attitude of service, honesty, acts with integrity
Possesses patience, flexibility, adaptability and a sense of humour
Trustworthy, respects confidentiality, makes sound judgments, seeks counsel of others

This position is part-time (average of 10 to 15 hours per week) and may be carried out by a qualified independent contractor or volunteer.

Please submit your application letter and resume to chancery@edmontoneparchy.com by Friday September 15, 2023.