



Position Description: Eparchial Accountant Full-time

This rewarding position is responsible for the oversight of the organization's day-to-day financial processing and preparation of required period-end reporting. Working in a faith-based not-for-profit organization provides opportunity to engage with highly dedicated staff who support over 5,000 parishioners attending over 80 Ukrainian Catholic parishes in Alberta. Reporting to the Director of Finance, the successful candidate will have the ability to learn in a supportive environment and will help to enhance processes and procedures both for the Eparchy and its parishes.

Job Responsibilities

Financial Processing

- Oversee the accuracy and data integrity of all financial records
- Review receivables to ensure they are current and collectible
- Review payables ensuring necessary approvals and supporting documentation are available
- Review donation deposit information; ensure appropriate receipts are prepared
- Reconcile account balances and determine additional adjusting entries as required
- Assist in proposing process and internal control improvements, assist in the documentation and implementation of approved procedures

Period End Procedures

- Prepare monthly financial statements for all operating entities explaining variances and providing projections for operations as requested.
- Review and approve all bank reconciliations and credit card reconciliations
- Review and approve the Quarterly GST submission (GST and Rebate filings)
- Perform other reconciliations as needed.
- Prepare year end working papers required for the completion of the annual financial statements
- Prepare all documents required to file the Charity Information Return
- Review annual financial statements and annual charities return prepared by the external accountants
- Responsible for the preparation of annual budgets

Payroll

- Review and approve monthly payroll postings
- Review and approve the reconciliation of all payroll accounts with CRA balances (quarterly)
- Prepare annual filings including T4s, WCB, pension etc.
- Monitor the health and dental and pension benefit plans for updates and improvements

Additional responsibilities

- Conduct periodic review of individual parish financial statements and financial operating procedures
- Manage the insurance renewal process including analysis of changes in property valuations
- Improve common services provided to parishes
- Other related responsibilities as assigned

Work Hours and Benefits

- Competitive salary and benefits plan that includes health and dental benefits and pension plan
- Full time salary position (35 hours per week)
- Salary to commensurate according to experience and suitability to the position
- Business office in downtown Edmonton

Qualifications and Skills

- Bachelor's degree in accounting
- Chartered Professional Accountant (CPA) designation or equivalent is strongly preferred (will consider students enrolled in the program)
- 5+ years of related accounting experience
- Leadership experience in managing small business teams

Knowledge:

- Strong financial reporting and statement preparation skills
- Fluent in English, both written and spoken
- Knowledge of reporting for charitable organizations
- Knowledge Microsoft Office Suite, Excel, accounting software, Quickbooks

Abilities:

- Excellent oral communication and excellent 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:

- Respect for the Catholic faith and is willing to function in a manner consistent with the mission and teachings of the Ukrainian Catholic Church
- Knowledge of the Ukrainian language is an asset
- Open to completing the Eparchial Safe Environment Screening
- Attitude of service, honesty, acts with integrity
- Possesses patience, flexibility, and adaptability
- Trustworthy, respects confidentiality, makes sound judgments, seeks counsel of others

How to apply

Send your resume, along with a cover letter, to chancery@edmontoneparchy.com. In subject line write: Controller Position – *your surname*.