

EMPLOYMENT OPPORTUNITY

St. John the Baptist Parish

is presently seeking applications for a permanent, “half time” position of “**Bookkeeper / Financial Administrator**”

- Approximately 20 hours per week (although additional hours required during peak periods during the year) - position can accommodate some degree of flexibility as to when hours are worked
- Salary of \$1,600 per month
- \$500 per year contribution to RRSP (after completion of 1st year of employment)

Duties will include:

- Accounts Receivables and Payables
- Data entry of Sunday donations, including automatic deposits and preparation of collection envelopes
- Preparation of income tax receipts
- Payroll, Receiver General, T-4's, Worker's Compensation – Payroll and Contractor Reports
- Preparing and filing of Charitable Information Return
- Tracking of GST and reporting to Government of Canada
- Annual Reports to Parish Council and the Parish - includes annual budget
- Annual Reports prepared for the Archdiocese of Regina
- Filing, preparation of books for Accountant
- Reconciling of bank accounts
- Reporting to the Finance Council and Parish Council

Qualifications Required

- Excellent bookkeeping skills
- Proficiency in Quick Books Accounting Program
- Knowledge of data entry – Program used is Parish Friendly
- Confidentiality
- Potential candidates for this position will be required to attend for an interview and successful candidate will be subject to a Criminal Record check

Applications are to be marked “**Bookkeeper**” and include a current Resume, contact information (both phone and e-mail) and can be forwarded to the Parish by the following methods:

E-mail: stjohnthebaptist@sasktel.net // Fax: 306-634-6845

mailed to or dropped off at the Parish Office: 109 12th Avenue, Estevan, SK, S4A 1C9

Application Deadline is: FRIDAY, SEPTEMBER 3, 2021 at 4.00 p.m.