

Accounting Assistant



Company: The Diocese of Algoma (Anglican Church of Canada)

Job Type: Permanent Full Time, Mon – Fri 9:00 – 5:00

Salary: \$52,000 – \$55,000

Benefits: Health benefits and pension

Posting Closes: December 31, 2024

Start Date: February 3, 2025

Related Link: <https://www.dioceseofalgoma.com/>

Location: 619 Wellington St E, Sault Ste Marie, ON

The Diocese of Algoma (Anglican Church of Canada) is seeking a Accounting Assistant to provide support for the Chief Financial Officer.

Duties:

- Aid individual parish clergy and lay officers with respect to financial matters.
- Prepares Annual Statement of Parish financial obligations and adjustments, including Pension information and benefits.
- Sends monthly billings for parishes.
- Administers the Electronic Offering Program.
- Acts as liaison between employees and the Pension Office regarding enrollment and maintenance of benefits.
- Completes the preparation of payroll and all Government returns.
- Maintains employment files.
- Reconciles payroll accounts on a regular basis.
- Prepares and maintains bank deposits weekly.
- Prepares bank reconciliations.
- Performs all duties related to accounts payable, including coding, posting and preparing cheques for signing.
- Prepares Accounts Receivable reports for the Regional Deans and Archdeacons.
- Maintains expense reports of the Archbishop.
- Prepares financial statements and financial information.
- Prepares, collates and files annual statistics.
- With the CFO, completes and submits the charity information return and HST rebate forms.

Qualifications:

- Have a related post-secondary diploma or degree and/or a minimum of five years experience.
- Working knowledge of software programs such as Sage 300, ADP Workforce Now, Microsoft Word, Excel, PowerPoint, Outlook, Adobe Acrobat X Pro, and Access.
- Good human relations, communications, problem solving and organizational skills.
- Strong planning, research and analytical skills.
- The ability to work independently and effectively in a team environment.
- Familiarity with Anglican ecclesiastical procedures and a working knowledge of parishes and Diocesan committees is an asset.
- A valid police vulnerable sector check required

This position requires occasional attendance at evening/weekend meetings and at least one out of town meeting per year. Remote work is not an option.

Applications should be sent to Jennifer Baron at Jennifer.baron@dioceseofalgoma.com. The position title must be included in the subject line of your email in order to be considered for this position.

Please note that only the applicants being interviewed will be contacted.