Job Description: Parish Bookkeeper and Administrative Assistant

Location:	**St. John Church Parish**, 1045 Portage Road, Kirkfield, ON K0M 2B0
Reports to:	Rev. Israel Oruebi, Pastor
Employment Type:	Part-time
Work Schedule:	Approximately 12 hours per week: Monday, Thursday, and Friday, 10:00 a.m. to 2:00 p.m.
Start Date:	As soon as possible

Position Summary

The Parish Bookkeeper and Administrative Assistant supports the parish by maintaining accurate financial records and coordinating the day-to-day administrative operations of the parish office. This dual role requires accuracy, discretion, confidentiality, strong organizational skills, and a commitment to serving the mission of the Roman Catholic Church.

Key Responsibilities

Bookkeeping Duties

- Maintain accurate financial records including accounts payable, accounts receivable, and general ledger.
- Prepare monthly and annual financial reports.
- Process and record donations, collections, and other income (ChurchWatch).
- Manage payroll processing and related documentation (through an online 3rd party payroll manager).
- Prepare bank reconciliations and oversee parish bank accounts.
- Ensure compliance with diocesan financial policies and relevant government regulations.
- Assist with budgeting, reviews, and financial planning.

Administrative Duties

- Greet visitors, answer telephone calls, and respond to parishioner inquiries courteously and professionally.
- Maintain parish records such as Baptism, Confirmation, Marriage, and Death registers.
- Manage parish calendar, appointments, and correspondence.
- Prepare weekly bulletins, notices, and announcements.
- Support liturgical and parish events through scheduling and coordination.
- Maintain and organize parish files, documents, and archives.
- Consult with the Pastor regarding the ordering and management of office supplies and liturgical items.

Qualifications

- Proven experience in bookkeeping and general office administration.
- Proficiency in accounting software (e.g., QuickBooks, Excel) and MS Office Suite.
- Strong understanding of basic accounting principles and office procedures.
- Excellent organizational and time-management skills.
- Effective communication and interpersonal abilities.
- High level of integrity, confidentiality, and discretion.
- Ability to multitask.

Education and Experience

- Diploma or degree in Accounting, Finance, Business Administration, or a relatedfield.
- Relevant work experience in bookkeeping, accounting, or office administration is required.

Additional Requirements

- Knowledge of Catholic Church operations and terminology is an asset.
- Clear Enhanced Police Information Check required as per diocesan policy.
- Ability to work independently and in a collaborative environment.

How to Apply

- Please send your resume and a brief cover letter to office@stjohskirkfield.ca.
- Application Deadline: November 12, 2026