St. John the Evangelist Church and Parish
1045 Portage Road, Kirkfield, ON K0M 2B0

Job Title: Parish Bookkeeper and Administrative Assistant

Parish Name: St. John Church

Location: 1045 Portage Road, Kirkfield, ON K0M 2B0 – onsite work is required

Employment Type: Part-time

About Us: What is unique about our Parish is that there are three (3) Churches in our small surrounding community overseen by the mother church of St. Johns in Kirkfield. This includes two mission Churches, St. Anthony Mission in Woodville and Our Lady Help of Christians Mission on Victoria Road.

Position Summary: The Parish Bookkeeper and Administrative Assistant support 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.

Reporting to the Parish Priest, this position is responsible for providing reception, administrative, and bookkeeping support for the parish. The role includes managing day-to-day financial operations using **QuickBooks**, including:

- Processing and monitoring all aspects of parish accounting
- Managing accounts payable and receivable
- Managing bank deposits and reconciling accounts
- Administering payroll through a third-party provider
- Supporting parish office operations through reception and general administrative duties

Please refer to the enclosed Job Description

Compensation & Benefits:

- Hourly Rate of Pay range: $23.93 to 27.99 per hour
- Benefits: Lay pension, 6% employer, 4 % employee, post statutory wait period meeting and requirements. Availability to invest direct through payroll in a TRSA or RRSP – no employer contributions.
- Vacation entitlement two (2) weeks, increases with service years as per the Diocesan Lay Employee Handbook.

Work Hours:

- Expected weekly office hours: Twelve (12) Monday, Thursday, and Friday, 10:00 a.m. to 2:00 p.m.
- No Overtime applies to this position. Diocesan policy would pay time and a half post forty-four (44) hours in one pay week.

Accessibility Statement (Required under AODA): *We are committed to an inclusive, barrier-free recruitment and selection process. If you require accommodation during any stage of the hiring process, please let us know.*

AI Disclosure: *The PARISH currently does not use AI to screen or assess applicants.*

How to Apply:

Please send your resume and a brief cover letter to office@stjohskirkfield.ca.

While we thank qualified candidates who apply, only those chosen for an interview will be contacted.

Closing Date to submit resumes: November 12, 2026