



Job Description – Accounting Technician Diocesan Administration

General Statement

Under the supervision of the Accounting Supervisor, the Accounting Technician will be responsible for providing general accounting and clerical support for Diocesan Administration. This position requires a person to be patient and diplomatic and have the ability to deal with a variety of individuals, such as volunteers who work in parishes, often without professional training. Attention to detail and strong organizational skills are also key qualities that are required to fulfill this mandate.

Specific duties

Responsible for full accounting cycle of various Funds of the Archdiocese:

Accounts Payable:

- Process incoming vendor invoices in a timely manner
- Match invoices to appropriate authorizing documents (including reconciliation of corporate credit cards)
- Code invoices with appropriate general ledger account numbers and related department codes
- Ensure proper approval in accordance with delegation of authority
- Input invoice information into automated accounts payable application (Sage 300 ERP)
- Prepare reports and maintain records and files as needed
- Print accounts payable cheques and insert them into appropriate envelopes for mailing
- Manage vendors' profiles and history
- Reconcile A/P sub ledger to G/L control account

Accounts Receivable:

- Process outgoing customer invoices and statements in a timely manner upon appropriate authorization
- Maintain customer files & invoices in a timely and organized manner; including, collections of o/s balances
- Prepare bank deposits and apply payments to appropriate customer charges
- Reconcile A/R sub ledger to G/L control account.

General:

- Prepare bank reconciliations.
- On-site banking at our local branch (deposits, money orders, etc.)
- Prepare and maintain analytical spreadsheets
- Visit parishes to review accounting and administrative practices and procedures
- Provides accounting support to parishes
- Review of annual parish financial statements
- Assist the Accounting Supervisor in various tasks
- Such other responsibilities, connected to Diocesan Administration, proposed by the Director of Finance and Administration or Accounting Supervisor.

Qualifications

- Fluent communication skills, both verbal and written, in English and French
- College or University degree in Accounting, with 3+ years accounting experience
- Good knowledge of the following software: Sage 300 ERP, Sage 50, QuickBooks and MS Office Suite, including Excel
- Valid driver's licence

The following qualifications would be considered assets:

- Knowledge of the Roman Catholic Church and its governing structures
- Strong computer and technical skills

Please note that a recent clear Canadian Criminal Records check is a requirement for this position.