

Diocesan Accountant/Office Manager

The Diocesan Accountant/Office manager is directly responsible to the Bishop through the Executive Officer. Areas of responsibility include, but are not limited to the maintenance of complete accounting records and subsidiary records according to established procedures and account classifications.

Specific Duties:

The Diocesan Treasurer/Office Manager will:

- distribute and post cheque disbursements and cash receipts through the cheque disbursement journal and cash journal, and the subsequent posting to the general ledger using an appropriate accounting system.
- maintain the accounts payable system including the Book Room, Mint Brook and other areas; audit and check invoices against receipt of goods; process and authenticate transactions and proceed to issue a cheque.
- maintain the accounts receivable including assessments and benefits received from parishes, process transactions and issue statements
- maintain and control budgets
- prepare and post adjusting entries to the general ledger
- make deposits according to established procedures and time frames
- reconcile bank accounts
- prepare trial balances
- maintain a record of costs (eg. Mint Brook heat and light, fuel, etc., Synod Office phone bills, postage and photo coping etc.)
- keep accurate records and make claim for goods and services tax
- keep accurate records and remit harmonized sales tax
- prepare and keep payroll records for diocesan employees and issue appropriate cheques
- prepare Records of Employment, T4 slips, Worker's Compensation returns, etc, as required
- prepare stipend sheets for clergy and ensure that proper deductions are provided for
- enroll diocesan employees and parish clergy for pension, group life insurance, health and dental insurance, E.A.P., and other benefit programs; receive and remit the appropriate premiums regularly; and process forms for benefits as necessary
- prepare financial reports for and attend regular Diocesan Executive Meetings and yearly Synods to support the Bishop and Executive Officer and to answer questions relating to the finances of the Diocese as required.
- perform other such duties as may be assigned by the Executive Officer or Bishop
- under the general supervision of the Executive Officer effectively provides overall management of the various operations of the Synod Office
- oversees the day-to-day operations of the Synod Office.
- provides confidential administrative services to the Bishop and Executive Officer, including but not limited to maintaining an accurate clergy register and, at the Bishop's request, produce licences for clergy, Licenced Lay Ministers and Eucharistic Assistants, and maintain accurate lists of persons holding the Bishop's licence in the Diocese.
- maintains and keeps accurate listing of sick/vacation leave for staff

General Duties:

The Diocesan Accountant/Office Manager will:

- spend considerable time operating a computer utilizing and updating relevant software
- maintain a filing system, and sort and maintain invoices according to classifications
- send and receive regular and electronic mail, and process same
- answer the telephone and serve clients and customers when necessary
- maintain neat and accurate records and keep them up to date
- do typing, photocopying and sales duties when necessary
- Work with staff to foster a respectful collegial workplace
- perform other general duties assigned by the Executive Officer or Bishop