



Roman Catholic Diocese of Victoria

1 – 4044 Nelthorpe Street

Victoria BC V8X 2A1

Phone: (250) 479-1331 ✆ Fax: (250) 479-5423

www.rcdvictoria.org

Job Posting: *Senior Accountant*

The Roman Catholic Diocese of Victoria is seeking a full-time Senior Accountant. The candidate will bring extensive accounting experience along with their professional approach to the Finance Department. This position would suit an individual who thrives in a fast-paced work environment and enjoys dealing with a wide variety of people of different ages, backgrounds and cultures.

Duties & Responsibilities

- Supports the work of the Chief Financial Officer and the Controller
- Prepares financial statements and financial reports for the Roman Catholic Diocese of Victoria, Employee Pension Plan, Priests Pension Plan, Priests Retirement Fund, Priests Disability Fund, The Catholic Foundation of Vancouver Island, and St. Patrick's Parish Housing Corporation
- Maintains the General Ledger, including accruals, monthly postings and year-end Journal entries
- Oversees the sub-ledger accounts
- Prepares bank account reconciliations and GL reconciliations
- Prepares monthly financial statements, variance reports and Finance Committee reports
- Prepares and submits Charity returns, GST returns and charitable donation receipts
- Works with team leaders to prepare budgets and monitor spending
- Provides advice and interpretation on Diocesan Policies
- Implements financial procedures, policies, and efficient work flows processes
- General liaison with parishes: accounting, policies, financial reporting, charitable requirements and banking inquiries
- Reviews parish financial statements and prepares consolidated parish reports
- Performs other financial activities as required

Position Requirements

- Minimum 4th year CPA student; preferably a designated CPA member
- 5 years of accounting experience; preferably within a not-for-profit environment
- Proven ability to coordinate, organize, initiate and complete tasks on a timely basis
- Excellent attention to detail
- Able to work independently and as a member of a team
- Excellent communication skills, both written and oral
- Proficient in Accounting software; preferably Adagio, Sage 300 ERP and Sage 50
- Proficient in MS Outlook, Excel, Word, PowerPoint

Interested applicants are invited to submit a résumé and cover letter to:

Roman Catholic Diocese of Victoria

Attention: Leah MacKenzie, CFO

4044 Nelthorpe Street

Victoria, BC V8X 2A1

Email: jobs@rcdvictoria.org

<http://www.rcdvictoria.org/employment>

Please note that only those short listed for an interview will be contacted.