



Roman Catholic Diocese of Kamloops

Bookkeeper/Accounting Clerk

Kamloops, British Columbia

The Diocese of Kamloops is a Catholic faith-based organization, that is seeking an experienced individual to serve as Bookkeeper/Accounting Clerk in the Diocesan Office specifically, and to assist with the on-going training and development of employees serving as bookkeepers within the Parishes.

Established on December 22, 1945, the Roman Catholic Diocese of Kamloops covers nearly 120,000 square kilometers: stretching north to Quesnel and Valemount, east to Sicamous and Lumby, west to Whistler, and south to Merritt and Coldwater. Their northeast corner touches the Alberta border, and their southwest corner reaches the Jervis Inlet (from the Strait of Georgia). Rich with cultural and geographical diversity, the diocese has over forty Parishes and Missions to serve.

The Bookkeeper/Accounting Clerk is an integral member of the Diocesan leadership team, working closely with other Diocesan staff, and building close relationships with parish clergy, lay leaders and volunteers from across the province.

This role would be ideal for an experienced bookkeeper/accounting clerk who is looking to take the next step in their career, one who desires a more flexible environment, and is looking for more balance in their life. This will provide you with an opportunity to lend your experience and expertise to support your faith community, while still staying involved and engaged professionally. Modified work arrangements and schedules (such as a flexible schedule, or a four-day work week) would be considered for the right candidate.

Responsibilities

Reporting to the Financial Officer of the Diocese, the successful candidate will be responsible for:

- Preparation of financial statements and financial reports for the Diocesan Office
- Full cycle accounting procedures including General Ledger, Accounts Receivable and Payable
- Reconciliation of bank statements, monthly postings, assistance with year end audit preparation



- Monthly financial statements, variance reports and Finance Committee reports
- Preparation of Government Filings
- Assistance in the preparation of budgets, and monitoring of budgets
- General liaison with Parishes; assistance with bookkeeping and accounting procedures

Requirements

- 5 years of bookkeeping/accounting experience
- Diploma or University degree in accounting is considered an asset
- Knowledge and experience with Adagio, AccPac, Sage, or similar accounting programs
- Proficient in Excel, Word, and MS Outlook
- Previous experience in the Not-for-Profit sector, considered an asset
- Demonstrated record of honesty and integrity
- Ability to effectively communicate with a wide range of constituents, both orally and in writing
- An understanding of the Catholic Church, its tenets and culture, and respect for its Leadership and Parish Clergy

Qualified applicants are asked to submit their resume via email, along with a covering letter to HR@rcdk.org citing "Bookkeeper/Accounting Clerk" in the subject line, no later than **January 21, 2022, at 4:00 pm.**

We appreciate all expressed interest in this position; however, only the candidates selected for interview will be contacted. No phone calls please.