



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. The salary range is \$70,000 - \$75,000 FTE per annum.

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, and for other entities as required
- 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

Qualifications

- Accounting diploma is required and a minimum of 5 years of relevant accounting experience, preferably in a not-for-profit environment
- Enrolment in the CPA program preferred
- Proven ability to coordinate, organize, initiate and complete tasks on a timely basis
- Excellent communication skills, both written and oral
- Excellent attention to detail
- Able to work independently and as a member of a team
- Proficient in MS Outlook, Excel, Word, and in accounting software

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

Roman Catholic Diocese of Victoria

Attention: Jackie Marchand, CFO

4044 Nelthorpe Street

Victoria, BC V8X 2A1

Email: jobs@rcdvictoria.org

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

This position will remain open until filled.

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