

The Cathedral Church of St. James is hiring a Bookkeeper

We are seeking a detail-oriented and experienced **Bookkeeper** to join our team. This role will manage daily financial operations, including accounts payable/receivable, payroll, donations, and event billing. The Bookkeeper supports internal controls, financial reporting, and the annual audit process, working closely with the Accountant and the Executive Director.

✦ What You'll Do:

- Process invoices, donations, and payroll
- Process event billing and receivables
- Reconcile accounts and prepare financial reports
- Manage pension and benefits administration
- Assist with audits and year-end reporting
- Other accounting duties as assigned

☑ What You Bring:

- Post-secondary diploma in accounting, business, finance, or equivalent.
- Minimum of 3 years of relevant accounting experience.
- High proficiency in QuickBooks, Microsoft 365 (Excel, Word, Teams),
- Experience using ADP Payroll, SAP Concur, Expensify or equivalent.
- Prior work experience in a Canadian charity is preferred.
- Strong communication skills across all organizational levels.
- Excellent attention to detail, time management, and confidentiality.

💼 Compensation:

This salaried position includes a generous benefits and pension plan.

If you would like to find out more about this position, please see full job posting with role description on next page.

To apply, please email your resume and cover letter to HumanResources@stjamescathedral.ca .
We'd love to hear from you!

Bookkeeper

Role Description

Purpose: The Bookkeeper is responsible for accurately managing and recording daily financial transactions, including processing invoices, recording donations. The Bookkeeper also manages payroll, pension and benefits administration, and assists with event-related billing and receivables. This role supports the Accountant and the Executive Director in exercising internal control, financial reporting and annual audit.

Report to: Executive Director

Key Responsibilities:

Accounting:

- Process invoices for payment, ensuring proper approvals and accuracy.
- Prepare cheques and direct deposit batches for signature and ensure timely distribution.
- Record and reconcile all donation receipts with the donation management.
- Manage pre-authorized debit and credit donations.
- Oversee offering counts and maintain the volunteer counter schedule.
- Make timely bank deposits and monitor banking activity.
- Prepare monthly bank reconciliations for review.
- Reconcile trial balances for accounts payable (AP) and accounts receivable (AR).
- Reconcile and allocate credit card expenses accurately.
- Post month-end journal entries, including adjustments and accruals.
- Generate financial statements and reports as assigned.
- Support the annual audit by preparing year-end AP, AR, and payroll schedules and providing documentation.

Payroll:

- Review departmental timesheets and process bi-monthly payroll using ADP.
- Reconcile monthly WSIB, EHT, and pension contributions; prepare and administer related disbursements.
- Manage employee enrolment and termination in pension and benefits plans.
- Liaise with the Pension Office and support staff with related inquiries.
- Record payroll journal entries and accruals.
- Reconcile year-end compensation and prepare T4 statements and payroll audit schedules.

Event Invoicing and Payment Tracking

- Collaborate with the events department to ensure accurate and timely client billing.
- Manage event ticket sales.
- Reconcile event payments with the AR subledger.
- Follow up on outstanding payments in accordance with contracts.

Performed other duties as assigned.**Qualifications:**

- Post-secondary diploma in accounting, business, finance, or equivalent.
- Minimum of 3 years of relevant accounting experience.
- High proficiency in QuickBooks, Microsoft 365 (Excel, Word, Teams),
- Experience using ADP Payroll, SAP Concur, Expensify or equivalent.
- Prior work experience in a Canadian charity is preferred.
- Strong communication skills across all organizational levels.
- Excellent attention to detail, time management, and confidentiality.

Personal Characteristics:

- Ability to maintain positive working relationships.
- Outstanding communication skills.
- Anticipate and respond to the needs of staff and clients.
- Ability to work cooperatively and effectively with others.
- Exceptional time management and organizational skills.
- Honest, trustworthy, respectful, flexible, and demonstrating sound work ethics.

Working Conditions:

- Full-time on-site position.
- Manual dexterity required for computer use.
- Flexibility to work extended hours during peak periods (e.g. fiscal year-end).