



## **Fabrique of the Parish of Saint Patrick**

### **Saint Patrick's Basilica**

454 René-Lévesque Blvd. West

Montréal, Québec, H2Z 1A7

[www.stpatricksmtl.ca](http://www.stpatricksmtl.ca)

#### **JOB OPENING:**

Accountant (part-time - permanent)

#### **POSITION TYPE AND REMUNERATION:**

This position is part-time permanent with an average of 16 hours per week with possibility to build a weekly flexible schedule according to work load and work requirements. Salary and benefits to be discussed.

#### **STARTING DATE:**

As soon as possible.

#### **Key responsibilities:**

Reporting to the Executive Director, the Accountant maintains and reports on all financial operations of the Fabrique of the Parish of Saint Patrick.

This includes, but is not limited to, full cycle bookkeeping and accounting, financial reporting, payroll, mandatory provincial and federal filings, preparation of accounting files, financial statements, charitable information returns and others, as required.

#### **Position specifics:**

- A/R and A/P posting, cheque preparation and payroll in Sage 50 accounting software.
- Journal entry preparation and account reconciliation.
- Bank and credit processes and related reconciliations.
- Budget support, periodic and ad hoc reporting on variance, cash and overall financial position, donation and pledge tracking.
- Trial balance preparation, general ledger management and financial statement preparation.
- Mandatory government filing and report preparation as needed, including GST, QST, CRA, RQ, CNESST, RPP, CEWS, etc.
- Prepare for annual external audit.
- Other activities, as required.

## **Qualifications:**

- DEC in Accounting or a combination of experience deemed equivalent.
- Between 5 to 8 years of demonstrated accounting experience, preferably for charitable organizations or with very good knowledge of Not-For-Profit accounting, including responsibility for full-cycle coverage and the production of financial statements.
- Excellent knowledge of SAGE 50 accounting software.
- Excellent knowledge of Excel and Word.
- Good analytical skills, detail-oriented and thorough.
- Bilingual: English (spoken and written) and French (spoken).
- Good communication skills.
- Excellent interpersonal skills and comfortable to deal directly with vendors and governments.
- Capacity to work in a team and autonomously under minimal supervision and to prioritize tasks.

## **Our History**

St. Patrick's Church was opened on March 17th, 1847 to serve the needs of the Irish immigrants who had come to Montreal in great numbers due to the famine and other troubles in Ireland.

St. Patrick's Church was raised to the status of Minor Basilica by His Holiness, Pope John-Paul II in 1989 because of its historical importance as the mother church of the English-speaking Catholics of greater Montreal.

The Basilica has been designated an Historical Monument by the Government of Quebec and in 1991 Saint Patrick's was named a National Historic Site of Canada.

## **Why join us?**

Joining our Team is like joining a family. We have a common goal that is to help and care for others. We have team spirit and we collaborate with each other while remaining autonomous and responsible for our different tasks and processes. We are flexible, understanding and supportive of each other.

Our environment is fast-paced, challenging and rewarding.

Moreover, we have extraordinary parishioners and volunteers.

The Basilica is absolutely beautiful and we all work towards its safekeeping

If you are interested in this position, please submit your resume with a cover letter to [silvia.fiorentu@stpatricksmtl.ca](mailto:silvia.fiorentu@stpatricksmtl.ca)

This position will remain open until a suitable candidate is found.

We thank all applicants for their interest. However, only those applicants who are selected will be contacted for an interview.

February 19, 2021