



## **WANTED**

### **PARISH ADMINISTRATOR**

St John's Anglican church is in need of a part-time parish administrator to maintain the financial records of the church and to carry out the administrative work in the church office. Specific responsibilities include:

- Maintaining donor records; producing donation receipts at year-end.
- Posting income and expense transactions to the church's accounts; printing weekly cheques; producing monthly financial reports.
- Producing the church's annual charitable return for the CRA and the HST rebate form.
- Reconciling the church's monthly bank statement to the church's financial records
- Maintaining the office supplies (paper; toner; pens; etc.); filing; photocopying.
- Answering the office phone.
- Helping the parish Treasurer prepare the church's annual budget.
- Assisting the church's external auditor with the church's financial records.
- Providing administrative support to the church's priest.
- Sending e-blasts to church members.

Experience in bookkeeping using QuickBooks required. Please send resume to [stephenwwright@bell.net](mailto:stephenwwright@bell.net)