



CHRIST THE REDEEMER PARISH

599 KEITH ROAD, WEST VANCOUVER, BC V7T 1L8

Bookkeeper Job Posting

Parish Vision, Mission, Values & Culture:

Christ the Redeemer Parish's vision is to become an irresistible parish. We exist to help people discover Jesus personally, walking a journey of discipleship and inviting others to join us. In all that we do, we strive to help each person experience being truly known and loved, reflecting this love that God has for each one of us.

What it Means to be a Team Member at CTR:

As part of the CTR team, you are committed to continuing to discover Jesus personally in your own life. You will be entrusted with the mission of the parish and supported spiritually and personally. You will have the opportunity to serve from your God-given charisms so that working here is not just a job but a ministry. We value each individual's unique gifts and encourage one another to carry out our mission with Spirit-led boldness.

Who You Are:

You see each interaction as an opportunity to be a positive witness to Jesus and His Church. You are well-organized with a strong attention to detail and can prioritize tasks effectively. You have the ability to pick up computer programs as needed. You are a personable team player who can maintain discretion and problem-solve independently.

About the Role:

The bookkeeper performs a variety of routine and non-routine accounting and administrative functions for the parish, in accordance with Accounting Standards for Not-for-Profit Organizations. This is part-time (10-12 hours per week) in person role.

Job Responsibilities:

- Chart of accounts maintenance;
- Accounts payable;
- Payroll, including monthly CRA remittances and year-end T4 generation;
- Production of monthly financial statements;



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- Completion of various governmental reports including; CRA Registered Charity Return, CRA GST rebate, WorkSafe BC report;
- Bank Reconciliation;
- Prepare reports for Finance Council, attend meetings and take minutes;
- File maintenance, in accordance with CRA and Archdiocesan requirements;
- Donation system maintenance and year-end tax receipts.

Position Requirements:

- Accounting Standards for Not-for-Profit Organizations;
- Bookkeeping;
- QuickBooks Pro (with Payroll desirable);
- Microsoft Office
- Office administration, including internal controls
- Maintain confidentiality in all work-related activities.

Salary range: \$25 - \$32 per hour.

Please submit a resume and cover letter by June 26, 2024, with “CTR Bookkeeper” in the subject line to:

Fr. Paul Goo, Pastor
Christ the Redeemer Parish
Email: office@ctrwestvan.ca

Thank you for your interest. Only shortlisted candidates will be contacted.