



Position: Assistant Director of Finance

About us

The Roman Catholic Diocese of Saint John serves the parishes and people within the Saint John, Fredericton, and Miramichi regions in support of our diocesan mission¹. Operating out of the Diocesan Office in Rothesay, NB, we are a registered charity that is professional and service oriented.

We are looking for a dynamic and highly motivated Assistant Director of Finance to join our team. The right candidate will be skilled in maintaining general ledger accounts, payroll and benefits administration, government filings for a registered charity, and creating financial statements including account reconciliations. We are looking for an individual with the ability to work quickly and independently, who is also a team player and willing to assist others when necessary. Attention to detail, critical thinking skills and discretion in respect to the confidential nature of the work are crucial in this role.

Responsibilities:

- prepare general ledger reconciliations and entries.
- administer health, dental and group insurance plans.
- prepare and remit government filings (HST, T3010, T4).
- prepare audit working papers.
- administer pension.
- prepare internal management financial statements.

Job Types: Full-time, Permanent

Salary: \$60,000.00-\$65,000.00 per year

Benefits:

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| • Company pension | • On-site parking |
| • Dental care | • Paid time off |
| • Disability insurance | • RRSP match |
| • Employee assistance program | • Vision care |
| • Extended health care | • Wellness program |
| • Life insurance | |

Flexible Language Requirement:

- French not required.

Schedule:

- 35-hour work week, Monday to Friday during regular office hours

Ability to commute/relocate:

- Rothesay, NB: reliably commute or plan to relocate before starting work (required)

Education:

- Bachelor's Degree in Business or Commerce
- Certified Professional Accountant (CPA) (preferred)

Experience:

- Accounting and general ledger: 5 years (preferred)
- Payroll: 5 years (preferred)
- Knowledge of the structure of the Catholic Church would be a definite asset

License/Certification:

- Payroll Compliance Practitioner Certificate (preferred)
- CPA Designation or equivalent (preferred)

To apply for this position please email khudson@dioceseofsaintjohn.org.

Competition closes October 25, 2023.

ⁱ Led by the Holy Spirit through the Gospel and the Eucharist, we are called to raise up disciples who are joyfully living out the mission, proclaiming the Good News of Jesus Christ and making disciples of others.