Job Posting: Assistant to the Director of Finance (Part Time), Diocese of Rupert's Land

Overview

The Assistant to the Director of Finance administers Payroll and Benefits, Accounts Receivable, Accounts Payable, Donation Database, and Third Party Liability Insurance, in accordance with the policies and procedures established by the Synod and the Bishop. Serving as a member of the Diocesan office team located in Winnipeg, the role is accountable to the Director of Finance.

Key Areas of Responsibility

- **Financial Stewardship and Administration**
  - Administers payroll and benefit programs for the Diocesan centralized payroll
  - Ensures all Canada Revenue Agency (CRA) and applicable minimum Employment Standards regulations are met
  - Prepares Accounts Receivable
  - Prepares Accounts Payable
  - Reconciles Payroll, Accounts Receivable, and Accounts Payable accounts
  - Maintains donation database and issues donation receipts
  - Liaises between parishes and insurer in regards to third party liability insurance
  - Fosters a positive work environment and provides human resources related support within the position's scope of responsibility

- **Parish Support**
  - Serves as a resource to parishes including clergy and lay leaders and their staff in such financial and human resource administration areas as, but not limited to:
    - Fulfillment of CRA regulations, employment standards and regulations
    - Safety legislation
    - Insurance coverage
    - National Church pension and benefits program
    - Privacy legislation
    - Diocesan and National Church policies, procedures, programs and services
  - Communicates with parishes of all clergy salary and benefits changes
  - Monitors receipts of parish contributions to the Diocese and keeps parishes advised of the status of their account
  - Nurtures positive relationships with all stakeholders

- **Other related duties as assigned**

Required Qualifications

- Working towards Chartered Professional Accountant designation in Manitoba
- A Certified Public Accountant or equivalent from originating country
- Must be able to legally work in Canada
- Demonstrated knowledge of payroll and benefits administration including all CRA regulations
- Extensive experience utilizing accounting/financial related software
- Strong skills in Microsoft Office products, with an excellent knowledge of Excel
- Detail oriented and resourceful
- Demonstrated excellence of inter-personal, relationship building, customer service and communication skills (oral and written), and goodwill
- Demonstrated ability to work collaboratively as part of a team
- Demonstrated ability to exercise sound judgement, prioritize work, maintain confidentiality, and make independent decisions within the parameters of the job description

- Basic knowledge of systems administration
- Availability to work occasional evenings and weekends including attendance at designated events

Additional Skills (desired, but not required)

- Experience with Payworks
- Familiarity with accounting software (Account Edge)
- Experience working with Not For Profit Organizations
- Knowledge of the administrative structure of the Anglican Church of Canada

Work Parameters

- A part time position (8 hrs/day, 3 days a week), competitive salary, with benefit plans including pension, extended health, and continuing education

Please submit your applications to finance@rupertsland.ca.

DEADLINE FOR SUBMISSION OF APPLICATIONS IS NOVEMBER 15 2026.