

JOB OFFER

Finance and Accounting Manager - Department of Administrative Services to the Fabriques (DSAF)

Position Summary

The mission of the Department of Administrative Services to the Fabriques (DSAF) of the Archdiocese of Montreal is to assist parish priests, churchwardens, and volunteers in the exercise of their administrative and financial responsibilities within the Church. The DSAF ensures, in collaboration with the Chancellery and other offices and services, that parishes are administered in accordance with civil laws (in particular the Fabriques Act), canon law, diocesan regulations and offers training for this purpose in order to offer the necessary tools to the fabriques.

The Roman Catholic Archiepiscopal Corporation of Montreal is a non-profit religious organization whose goals are charity and the promotion of the Catholic religion in the territory of Montreal, Laval, Repentigny, Assomption, and Saint-Sulpice, which includes 184 parishes and missions.

Key Responsibilities

The finance and accounting manager reports to the director of the DSAF and to the diocesan bursar. You will evolve within a team and will be in contact with the fabriques and the members of the Commissary team. The main activities related to your position are the following:

- Receive and verify the budget forecasts of parishes and missions;
- Receive and audit the financial reports of parishes and missions;
- Calculate the diocesan contribution of the parishes;
- Manage the diocesan contribution database (enter daily payments and output reports) and ensure compliance with procedures;
- Follow up to complete the audit and make corrections if necessary, and send the corrected report to the parishes;
- Assist in the preparation of information sessions for churchwardens and provide part of the training;
- Produce statistics and reports on parishes upon request;
- Support the administrative staff of the fabriques;
- Prepare various tools and forms;
- Manage the accounting for the Archbishop's Mutual Aid Fund for the Parishes of the Archdiocese of Montreal (FEAPAM), which is the diocesan organization for loans and borrowings from the fabriques.

Qualifications and Competencies

- Hold a diploma in the field of accounting (bachelor's degree in administration or accounting), the CPA designation, and a minimum of five (5) years of mandatory experience; audit experience is an asset;
- Service-oriented with strong organizational, communication, and interpersonal skills;
- Excellent analytical skills and ability to synthesize data;
- Demonstrate rigor, judgment, and a high ethical sense;
- Possess the ability to manage multiple tasks and work independently and under pressure;
- Excellent French (spoken and written) and good knowledge of English* (spoken and written);
- Willingness to support the mission of the Catholic Church; knowledge of the *Fabriques Act* is an asset.

Working conditions

- Permanent, full-time: 32.5 hours per week (5 days).
- Salary and benefits according to the standards established by the Roman Catholic Archiepiscopal Corporation of Montreal.
- Travel on the territory of the Archdiocese of Montreal.

Interested candidates are requested to send their CV and cover letter to rh@diocesemontreal.org **no later than September 27, 2024.**

We thank you for your interest, but only successful candidates will be contacted for interviews.

[] The archdiocese provides a French-language work environment for its employees in Quebec and has taken all reasonable steps to avoid imposing the following requirement: the degree of knowledge of English and proficiency in English at an advanced level. This is an essential requirement for this position to communicate with English-speaking Quebecers, English-speaking parishes and the rest of Canada.*