Corporation archiépiscopale
catholique romaine de Montréal

JOB OFFER
Senior Accountant

JOB DESCRIPTION:

Under the supervision of the diocesan Econome, the senior accountant is responsible for ensuring the efficient and accurate management of the finances of the Roman Catholic Archiepiscopal Corporation of Montreal (CACRM) by overseeing daily accounting operations and preparing financial reports.

MAIN TASKS AND RESPONSIBILITIES:

1. General accounting:
- Maintain the CACRM's accounting books, including cash journals, accounts payable, and accounts receivable.
- Accurately record daily financial transactions.
- Manage journal entries, adjustments, and monthly reconciliations.

2. Management of supplier and customer accounts:
- Process and verify supplier invoices and prepare payments.
- Track accounts receivable, send invoices, and manage collections.

3. Preparation of financial reports:
- Prepare monthly, quarterly, and annual financial statements.
- Assist in preparing budgets and financial forecasts.
- Analyze financial results and provide detailed reports to management.

4. Validate payroll

5. Audit Support:
- Prepare the required documents for internal and external audits.
- Collaborate with listeners and answer their questions.

6. Administrative Assistance :
- Provide general administrative support to the Économat management team.
- Participate in organizing financial events and preparing financial meetings.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- BAC in accounting;
- Minimum 5 years of prior accounting experience;
- Knowledge of accounting software;
- Excellent analytical skills and attention to detail;
- Ability to work independently and in a team;
- Excellent written and oral communication skills in French (English is an asset);

- Respect for confidentiality and high ethical standards;
- Knowledge of local tax and accounting regulations.

WORKING CONDITIONS:

- Full-time, 35 hours per week (5 days)
- Salary and benefits according to the standards established by the Roman Catholic Archiepiscopal Corporation of Montreal
- Flexible hours and the possibility of partial remote work according to the department's needs

If you are interested in this position, please send your CV and a cover letter to rh@diocesemontreal.org.

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

** The archdiocese offers a French-language work environment to its employees in Quebec and has taken all reasonable measures to avoid imposing the following requirement, namely a level of English proficiency and English proficiency at an advanced level. This is an essential requirement for the position for the following reasons: 1. Communicate with English-speaking Quebecers. 2. Communicate with other English-speaking people outside the province of Quebec.*