



General Accountant

The Diocese of Toronto is seeking an experienced full-time General Accountant. The General Accountant will provide payroll services for Diocesan staff, parish clergy and pensioners, assist in the accounting of all payroll data including journal entry preparation, parish billings, and analysis, and initiate and analyze financial information under the direction of the Treasurer & Director of Finance.

The Diocesan **Mission** is to build healthy, missional Anglican communities that engage faithfully with the world and share the gospel of Jesus Christ. Our **Vision** is an Anglican community committed to proclaiming and embodying Jesus Christ through compassionate service, intelligent faith, and Godly workshop. Our **Core Values** are faith, compassion, collaboration, accountability, and boldness. The Diocese was founded in 1839 and is the largest Anglican Diocese in Canada by population and membership. The Diocese is episcopally led by the Bishop of Toronto and four suffragan bishops each of whom has episcopal oversight of a geographic area. For more information on the Diocese of Toronto, its ministry and its strategic priorities, please refer to www.toronto.anglican.ca.

Responsibilities include the following:

- Prepare analysis and reports as requested by the Treasurer & Director of Finance.
- Manage the intake process for all Churchwardens' Parochial Returns including reviewing the parish financial statements for areas of concern.
- Provide annual allotment amounts to parishes, receive allotment appeals and prepare background documents.
- Prepare a monthly financial statement for the Anglican Diocese of Toronto Foundation.
- Track all grants to ensure payments are made correctly and on time.
- Prepare monthly budget reports for team leaders, including general ledger details.
- Prepare the T3010 for the Diocese and the Foundation.
- Provide backup support to the Senior Accountant and Accounts Payable and Receivables Clerk.
- Ensure all processes meet regulatory requirements, internal controls, and efficiencies of the system.
- Maintain payroll data and personnel records and from them, to prepare the monthly payroll for clergy, pensioners and Diocesan staff, and to prepare the manual payroll as needed.
- Maintain the pension and group benefit records and communicate with the Pension office for all changes.
- Maintain the data for parish billing and prepare monthly billings to the parishes.
- Reconcile on a monthly basis, the payroll clearing account and other payroll related accounts.
- Prepare monthly distributions of payroll, pensions and benefits costs for the accounting records.
- Respond to employee questions and concerns about payroll and benefits and to parish treasurers regarding questions on payroll matters, particularly as they relate to monthly billings.
- Ensure that proper returns (T4, T4A, T1223, EHT, WSIB, source deductions, etc.) and remittances are made to income tax authorities and government agencies.
- Maintain the records for the Diocesan Pension Fund and the Retirement Allowance Plan. Ensure that benefits are paid and prepare reports as needed.

Skills and Qualifications:

- Minimum of 3 years of related experience. Post-secondary degree in Finance or Accounting or equivalent.
- Knowledge of all pertinent federal and provincial regulations, filing and compliance requirements affecting payroll.
- Experience using ERP accounting software. Working knowledge of Sage Accpac, an asset.
- Proficiency in Microsoft Office Suite with advanced skills in Excel required.
- Demonstrated attention to detail with a high degree of accuracy and ability to handle multiple tasks, meet deadlines and maintain high quality work.
- Ability to ensure privacy/confidentiality of employee information at all times.
- Service oriented mindset, with strong verbal and written communication and collaboration skills.

Reporting Relationship: The General Accountant will report to the Treasurer and Director of Finance and will work extensively with Clergy, Churchwardens and Treasurers.

The General Accountant will be eligible to participate in the pension and benefit plans of the Diocese. Please include your salary expectations in your cover letter. If you would like to apply for this position, forward your application by August 2, 2019 to:

Human Resources
Anglican Diocese of Toronto
135 Adelaide St. E., Toronto, Ontario M5C 1L8
Email: hr@toronto.anglican.ca

The Anglican Diocese of Toronto embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. The Diocese has an Accommodation Policy and accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the Diocese. We welcome applications from all qualified persons. The Anglican Diocese of Toronto is an equal opportunity employer.

*We thank all applicants however only those selected for an interview will be contacted. No phone calls please.
Visit our web site at: www.toronto.anglican.ca*