

CAREER OPPORTUNITY

Financial Administrator

RCEC (Archdiocese of St. John's) is seeking to hire an experienced chartered professional accountant to become a member of the Archdiocesan team. This individual will be responsible for the planning, implementation, managing and running of all aspects the financial activities of the Archdiocese, including business planning, budgeting, forecasting and negotiations.

As Financial Administrator, you will:

- Provide leadership, direction and management of the finance and accounting team, including matters related to HST and indirect taxation
- Provide strategic recommendations to the Archbishop and members of the executive team
- Manage the processes for financial forecasting and budgets, and overseeing the preparation of all financial reporting
- Manage the risk mitigation process, including insurance and monitoring protocols
- Advise on long-term business and financial planning, including real property management and cash management
- Establish and develop relations with external partners and stakeholders, including legal counsel, auditors, bankers, and parishioner groups
- Review all formal finance, HR and IT related procedures

The following skills are essential for this role:

- Excellent management and supervisory skills.
- Excellent analytical and organizational skills.
- The ability to manage competing priorities.
- Ability to set and meet deadlines.
- Proficient in accounting computer application systems.
- Excellent written and verbal communication skills.

QUALIFICATIONS

- A chartered professional accounting designation
- 8-10 years of management experience
- Knowledge of CRA rules related to registered charities

WHAT WE OFFER

A competitive salary and the opportunity to work in a supportive and flexible work environment with benefits available after probationary period.

As a part of our commitment to diversity, equity, and inclusion, we are an equal opportunity employer and encourage all interested qualified persons to apply. Please forward your resume to twhiffen@rcsj.org or fax 709-726-3615 by 12:00 noon June 30th, 2022. We appreciate everyone who applies, but only those selected for an interview will be contacted.

Complete Position Description is available on the website <https://rcsj.org>.