

JOB OFFER

Accounting and Administrative Clerk

Job description

Under the supervision of the Controller or Bursar, the Accounting and Administrative Clerk provides day-to-day support for accounting and administrative operations. He/she works closely with finance managers, project managers and management to ensure reliable data and smooth internal processes.

Key Responsibilities

Accounting

- Enter supplier invoices and customer receipts.
- Prepare bank deposits and follow up on payments.
- Participate in the monthly bank reconciliation.
- File and digitize accounting vouchers.
- Support the preparation of periodic financial statements.
- Track accounts receivable and payable.

Administration

- Prepare agendas, minutes and documents required for executive meetings, committees or boards of directors.
- Follow up on decisions made at meetings.
- Respond to general calls and emails.
- Update administrative records (contracts, insurance, suppliers, etc.).
- Support the organization of internal meetings and events (logistics, invitations, reservations, equipment).
- Write and layout letters, reports or forms.

Desired profile

- DEP or DEC in accounting, administration or related field.
- Minimum of 1 to 3 years of experience in a similar position.
- Good command of Excel and accounting software.
- Excellent French (spoken and written) and knowledge of English (an asset).
- Excellent writing and formatting skills for administrative documents.
- Sense of organization, rigor and attention to detail.
- Ability to manage multiple tasks simultaneously and meet deadlines.
- Professional attitude, discretion and team spirit.

Working conditions

- Full-time permanent: 35 hours per week (5 days)
- Salary and benefits according to the standards established by the Roman Catholic Archiepiscopal Corporation of Montreal

Interested candidates are requested to send their CV and cover letter to Anastasia Charasidis in rh@diocesemontreal.org before **February 21, 2026**.

Please note that this position will remain open until filled.

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