Job Posting:

Corporate Accountant
Ukrainian Catholic Eparchy of Edmonton

A mission-driven financial leadership role supporting over 80 parishes across Alberta

The Ukrainian Catholic Eparchy of Edmonton is seeking a skilled and mission-aligned **Corporate Accountant** to manage accounting responsibilities and prepare financial reporting for the Eparchy and its parishes. This rewarding role blends professional excellence with service to the Church, supporting Eparchy operations, pastors, parish councils, and parishioners throughout Alberta.

The successful candidate will join a dedicated finance team committed to transparency, integrity, and the mission of the Church.

Key Responsibilities

Financial Processing

- Ensure accuracy, completeness, and data integrity of all financial records
- Review and action receivables for collectability and timeliness
- Reconcile account balances and prepare adjusting entries as required

Period-End Procedures

- Prepare monthly financial statements for all operating entities, including variance analysis and operational projections
- Review bank reconciliations and credit card reconciliations
- Review, approve and file quarterly GST submissions (GST and rebate filings)
- Prepare year-end working papers for annual financial statements and Charity Return filing
- Coordinate annual budgeting processes for the Eparchial operations

Payroll

- Review and approve monthly payroll postings
- Review payroll reconciliations to CRA balances and prepare/review annual filings including T4s, WCB, pension, and other statutory requirements
- Monitor and administer the health and dental benefit plan

Additional Responsibilities

- Conduct periodic reviews of parish financial statements and parish financial processes
- Manage the annual insurance renewal process, including analysis of property valuations
- Work with parishes and their councils, providing financial guidance as needed
- Other related responsibilities as assigned

Qualifications and Skills

Education & Credentials

- Degree in Accounting or Finance (or equivalent)
- CPA (Chartered Professional Accountant) designation or equivalent international designation
- 5+ years of progressive accounting experience
- Experience leading small teams in financial operations

Technical Knowledge

- Strong financial reporting, data analysis and financial statement preparation skills
- Knowledge of CRA reporting and compliance requirements particularly for charitable organizations
- Proficiency with Microsoft Office Suite, especially Excel
- Experience with QuickBooks; familiarity with multi-entity accounting systems is an asset

Abilities

- Strong oral and written communication skills in English
- High level of discretion and commitment to confidentiality
- Analytical mindset with strong problem-solving skills
- Knowledge of Ukrainian language is an asset

Personal Suitability

- Respect for the Catholic faith and willingness to work in alignment with the mission of the Ukrainian Catholic Church
- Demonstrates integrity, honesty, and a service-oriented mindset
- Patient, adaptable, and able to work collaboratively with clergy and parish volunteers

Work Hours & Benefits

- Full-time salaried position (may consider 3-to-4-day work week)
- Competitive salary commensurate with experience (salary range $75,000 to $85,000)
- Comprehensive benefits package including health, dental, and pension
- Office located in downtown Edmonton

How to Apply

Please send your resume and cover letter to **chancery@edmontoneparchy.com**. In the subject line, please write: **Eparchial Accountant Position – [Your Surname]**