



CATHOLIC CEMETERIES MGMT.

ADMINISTRATIVE AND ACCOUNTING ASSISTANT (MATERNITY LEAVE COVERAGE)

The Catholic Cemeteries Mgmt. is seeking a welcoming, organized, and dependable individual to join our team as a Temporary Administrative and Accounting Assistant.

Reporting to the Operations Manager, this position supports the day-to-day operations of Assumption Cemetery and St. Mary's Cemetery, including but not limited to receptionist duties, customer service, sales support, and bookkeeping duties.

Key Responsibilities:

- Administrative office duties such as reception, filing, correspondence, answering the telephone, ordering of office supplies, and other duties as assigned.
- Bookkeeping duties such as, customer invoicing & payment processing, vendor cheque run, various account reconciliations, general ledger maintenance of SAGE data, and other duties as assigned.
- Assists in enhancing the customer care offered by the cemetery, maintaining accurate and detailed records regarding maps, reports, and inventory.
- Assists in a sales support function. Providing basic information to families and facilitates sales when the Operations Manager is not available.

Requirements

- Minimum of two (2) years of administrative assistant experience.
- Minimum of two (2) years of bookkeeping experience and full-cycle accounting understanding is an asset.
- Excellent computer skills in Microsoft Office, Word, and Excel. Ability to learn other programs such as, SAGE and Payworks.

Qualifications

- Excellent communication skills along with a proven track record in building rapport and maintaining relationships.
- Able to work collaboratively with the Archdiocesan office, clergy, staff, parish offices and the public.
- Able to work independently and as part of a team environment, self-motivate, take initiative, and multi-task.
- Personal qualities of integrity and credibility are important.

- Attention to detail and excellent organizational skills are important.
- Experience in the bereavement or funeral industry would be considered an asset.
- Knowledge of Catholic burial rights and traditions would be considered an asset.

Compensation and Benefits:

- Employment Type: Temporary (Maternity Leave Coverage), full-time.
- Schedule: Monday to Friday, 8:30 am to 4:30 pm; with one-hour unpaid lunch.
- Salary: competitive salary based on experience and education
- Free on-site parking
- The administrative office is in a Mausoleum.
- Supportive and collaborative workplace culture with a strong sense of mission.

To Apply:

The candidate must be legally entitled to work in Canada.

Submit your resume and cover letter to hr@archwinnipeg.ca with the subject line: Assumption Cemetery's Administrative Assistant.

Applications are reviewed on a rolling basis. Only shortlisted candidates will be contacted. Accommodation is available upon request during the recruitment process.