



Regional Accountant

Divine Renovation Ministry walks alongside hundreds of priests, bishops, parishes, and dioceses around the world to inspire, connect, and equip them to live the Great Commission – to go and make disciples of all nations. We provide people who thirst for a missional Church with the opportunity to gain the skills, tools, support, and inspiration to create a Church that is all God intended it to be. And through this, we are creating a community of disciples who are changing the global Catholic Church.

Based in Nova Scotia, Canada, Divine Renovation Ministry also includes incorporated offices in the USA, the UK, Australia and Germany. Our global team works virtually and provides donor-funded coaching to priests and parish leadership teams, hosts events, and creates and publishes video and print content to inspire and equip parishes to pursue their missional identity.

The **Regional Accountant** is accountable to the Chief Financial Officer and is a member of the Ministry's Mission Support team, which includes team members in Finance, Information Technology, Human Resources, and Development.

Key responsibilities:

The Regional Accountant will be responsible for:

- Regional accounting functions, including accounts receivable, accounts payable, and account reconciliations utilizing the cloud-based systems Hubdoc and Xero
- Donations processing and reconciliation, in collaboration with the Development team
- Regional payroll processing, including health and pension benefits
- Processing banking transactions, including payments and bank reconciliations
- Assisting with the development of budgets and forecasts
- Assisting with the preparation of information to support the global and regional boards
- Supporting other teams, where required
- Other duties as may be assigned

Key skills:

The ideal candidate will have:

- 3-5 years' bookkeeping experience – experience with cloud-based accounting systems (especially Xero) is considered an asset
- Strong attention to detail
- Ability to prioritize work responsibilities and work in a fast-paced environment
- Strong relationship and interpersonal skills
- Excellent communication skills
- Ability to work as a team player

This is a **full-time, permanent, work from home position**. We offer market-competitive compensation and benefits as well as flexibility in work hours.



If you have a positive attitude, an energetic approach and a curiosity to learn, innovate and grow, you will be at home on our optimistic, professional, results-oriented, faith-filled, and fun team.

Please send your resume and cover letter describing why this opportunity is right for you to resume@divinerenovation.org.

Only those selected for an interview will be contacted. Deadline for applications is Wednesday, 19 June 2024.