

Archdiocese of Grouard-McLennan
Receptionist and Administrative Assistant

The Archdiocese of Grouard-McLennan has an exciting opportunity for a Receptionist and Administrative Assistant to the Finance Section. This is a full-time position of 36 hours per week at the chancery office in Grande Prairie.

Reporting to the Financial Administrator, this team member will be responsible for assisting the Financial Administrator in maintaining the financial records of the Archdiocese of Grouard-McLennan and its parishes.

The successful candidate will have at least two years' work experience with bookkeeping and accounting procedures and principles; strong attention to detail with proven ability to spot numerical errors; ability to identify and manage priorities; good judgment and discretion in handling confidential materials; and a strong desire to develop and improve all job-related knowledge and skills.

Duties

- General reception duties including answering all telephone calls, record messages or redirect calls as needed and greet visitors.
- Sort and file documents according to established filing systems, locate and retrieve documents from files as requested.
- Maintain inventory of the office supplies and order supplies as needed
- Daily bookkeeping and accounting activities related to archdiocesan and parish financial records, including accounts payable and accounts receivable processing.
- Maintain Petty Cash fund, including register, balance and replenishment.
- Daily, weekly and monthly administrative tasks, such as email and letter correspondence; filing of various records and statements; going to the bank and post office; and logistics for meetings, in and outside of the office.

Minimum Qualifications

The successful candidate will have:

- A two-year post-secondary certificate in a recognized accounting program.
- Knowledge and experience of computerized general accounting software, preferably Sage 50.
- Proficiency in MS Office, especially Excel, Outlook and Word programs.
- Excellent time management and organizational skills.
- Driver's license and personal vehicle.

Interested candidates are invited to submit a cover letter and resume by email to jobs.agm@outlook.com or by mail to Archdiocese of Grouard-McLennan, 10301 102 Street, Grande Prairie AB T8V 2W2.

Closing Date: August 6, 2026