

St. Peter's Seminary

London, ON

Job Posting: Finance Administrator

Location: London, Ontario

Institution: St. Peter's Seminary

Position Type: Full-Time, Permanent

Salary Range: \$85,000 – \$110,000 (commensurate with experience and qualifications)

Start Date: June 9, 2025

Application Deadline: Applications will be accepted until the position is filled. Interviews will be conducted on a rolling basis as qualified candidates are identified.

About Us

St. Peter's Seminary, located in London, Ontario, is a Roman Catholic seminary dedicated to preparing men for the priesthood and laypersons for ministry in the Church. We are a not-for-profit institution of the Diocese of London and affiliated with King's University College, Western University and serving the wider Church in Canada and beyond.

The Opportunity

We are seeking a skilled and mission-aligned Finance Administrator to oversee the financial leadership of both the Seminary and its Foundation. ([Our Mission](#)) As our current Finance Administrator transitions into retirement, this role is crucial in ensuring ongoing financial integrity, regulatory compliance, and support for our mission-driven operations. In addition to core financial duties, the Finance Administrator will be invited to gradually take on select operational responsibilities, contributing to the overall administrative effectiveness of the Seminary.

Key Responsibilities

Strategic Leadership & Governance

- Assist in development, execution, and monitoring of the Strategic Financial Plan.
- Participate in the financial and operations committees of the seminary.

Financial Oversight & Resource Management

- Oversee financial strategy, budgeting, and forecasting, ensuring alignment with Seminary priorities.
- Lead and manage all daily financial operations for the Seminary and Foundation.
- Prepare and oversee the annual budget.
- Maintain accurate general ledger and reconciliation practices.

- Provide financial reporting and analysis for the Rector, governing boards, and key stakeholders to facilitate informed decision-making.
- Ensure timely and accurate CRA filings (T4, T3010, HST, EHT, etc.).
- Administer payroll and employee benefits remittances.
- Facilitate alignment with the Diocese of London in the development, amendment, and application of relevant operational practices including formal policies.
- Liaise with auditors, external consultants, and St. Peter's Seminary Board of Directors, the St. Peter's Seminary Foundation Board of Directors and the Seminary Finance Advisory Committee.
- Coordinate financial elements of union negotiations (SEIU).
- Serve as primary contact for banks, investment firms, and CRA.
- Provide treasury and banking management, ensuring sound financial stewardship.
- Supervise and support front-office financial duties when needed.
- Manage major cost centers, seeking innovative and sustainable financial solutions.
- Foster a robust risk management process including develop and implement internal controls over financial processes to ensure the protection of corporate assets.
- Direct oversight of investments and endowments, aligning financial strategies with Catholic ethical principles and work in tandem with the St. Peter's Seminary Foundation.
- Assist in developing business cases for new academic and ministerial program initiatives.
- Work closely with the St. Peter's Seminary Foundation (SPSF) on major planned gifts, and capital fundraising initiatives.
- Ensure compliance with financial regulations, audits, and best practices in non-profit finance.
- Assist with other operational needs as assigned, with the potential for expanded administrative responsibilities over time.

Qualifications

Required:

- Degree in Accounting, Finance, or related discipline.
- Minimum 5 years experience in financial administration, preferably in a not-for-profit or educational environment.
- Strong working knowledge of Canadian tax rules for charities and payroll compliance.
- Advanced proficiency in Microsoft 365 Excel, its companion applications, and financial applications and systems (Sage 300 and Paymate).

Preferred:

- Familiarity with not-for-profit reporting standards and auditing processes.
 - CPA designation or working toward it.
 - Experience in unionized environments.
 - Experience in administrative responsibilities to assist operations.
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Key Attributes

- Commitment to the mission of Catholic education and ministry.
 - Strong attention to detail and accuracy.
 - Excellent organizational and problem-solving skills.
 - Ability to manage confidential information with integrity.
 - Collaborative mindset for working with senior leadership and support staff.
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St. Peter's Seminary is dedicated to diversity, equity, and inclusion. We invite candidates from all backgrounds and experiences to apply for this essential leadership role. In accordance with Canadian immigration requirements, preference will be given to Canadian citizens and permanent residents. St. Peter's Seminary is an equal opportunity employer, and we value the importance of diversity and dignity in the workplace. In keeping with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, we are committed to providing suitable accommodation throughout the recruitment process. If you are contacted for an interview and require accommodation to participate in the recruitment and selection processes, please make your needs known at that time.

Application Process

Please submit your resume and a cover letter detailing your qualifications and interest in the role to:

Contact:

Gary Ducharme, Vice Rector—Administration
gducharm@uwo.ca

Subject line:

Application – Finance Administrator

We thank all applicants for their interest; only those selected for an interview will be contacted.