



Diocese of Prince George Employment Opportunity

The Pastoral Centre is seeking applications for the position of:

Accountant - Finance Department
Reporting to the Financial Administrator

Principal responsibilities:

- Supervising and training accounting staff
- Preparing financial statements
- Assisting with budget preparation and audit files
- Overseeing payroll and benefit plan administration
- Assisting with special projects, and development of policies and procedures

Experience and Qualifications:

- A professional accounting designation or enrolled in a CPA program preferred
- Minimum of five years' experience in financial management preferred
- Experience with non-profit sector would be an asset

Compensation based on qualifications and experience. This position will remain open until a suitable applicant has been selected. Only those selected for an interview will be contacted.

Applicants should send a resume and cover letter to:

Very Rev. Rectorino M. Tolentino, Jr. Vicar General/Moderator of the Curia
6500 Southridge Avenue Prince George, BC V2N 5P9

vicargeneral@pgdiocese.bc.ca