



## CISPG Finance Officer Job Description

The Catholic Independent Schools of Prince George is seeking a full time Finance Officer. Reporting to the Superintendent, this position is responsible for accounting for the CISPG Superintendent's Office, processing bi-weekly payroll for approximately 200 staff on nine sites and administering the CISPG portion of the employee benefit program.

### **Principal duties include:**

- Assisting with the preparation of the annual CISPG budget and local school budgets
- Providing the Superintendent and Board with regular statements
- Preparing financial year-end reports and audit documents
- Processing bi-weekly payroll
- Ensuring accuracy of approved time sheets; tracking and deducting all garnishments and other special payroll deductions and entries
- Tracking vacation and sick days
- Processing WorkSafeBC quarterly remittances and annual reporting
- Processing annual T4s, ROEs and other payroll reports
- Responding to inquiries regarding payroll
- Administering MSP and extended health and pension benefits for permanent staff
- Communicating with stakeholders and auditors
- Attending professional development

### **Qualifications:**

- Payroll certificate, bookkeeping diploma
- Minimum of 3 years work experience in bookkeeping and payroll
- Knowledge of: PayWorks and accounting software, Microsoft Office (primarily Word and Excel)
- Proficiency with technology to assist others in the office and organization will be considered a definite asset

Qualified applicants should submit a cover letter and resume by May 24, 2017 to:

Chris Dugdale, Superintendent  
Catholic Independent Schools, Prince George  
6500 Southridge Avenue  
Prince George, BC V2N 5P9  
or email to [cis@cispg.ca](mailto:cis@cispg.ca)