

**Sacred Heart Cathedral
Prince George, BC**

EMPLOYMENT OPPORTUNITY

Sacred Heart Cathedral is seeking full time Secretary/Bookkeeper. The position is responsible for providing administrative support to the Cathedral Rector and performing general office duties. Additional responsibilities include: directing incoming calls, generating and distributing outgoing and incoming mail (postal and electronic), scheduling, weekly bulletin, data entry, maintaining church records. Responsible processing payables and receivables.

Hours of work:

Six (6) hours per day Monday to Friday, (commonly 9:00 AM to 4:00 PM with an hour lunch). Some flexibility, times can be discussed with the Rector of the Cathedral.

Qualifications:

Proficient use of computers using Microsoft Office (Word, Excel, Outlook, Publisher and Power Point), and Windows 7. Knowledge and use of Sage 50 Accounting for bookkeeping, and Parish Friendly (Access based program) are assets.

Demonstrate good oral and written communication, as well as possess good phone edict and etiquette. Work well independently, in a team, and be self-directed. Operate telephone, photocopier, scanner and fax machine.

Applicants should send a resume and cover letter to:

Reverend Melvin Pinto, OCD
Sacred Heart Cathedral
887 Patricia Blvd
Prince George, BC V2L 3V5
mpinto@pgdiocese.ca