



## **Diocese of Prince George Employment Opportunity**

The Diocese of Prince George is seeking applications for the position of “Accounting Clerk – Finance Office.” This is a permanent 35 hours per week position.

This position is responsible for a variety of bookkeeping and accounting duties in support of accounts receivable, accounts payable, general ledger and other accounting and financial functions for several sets of books.

Business Accounting Diploma and/or equivalent experience is required.

Skill and knowledge in accounting software programs and Microsoft Excel, Word, Outlook are required. A high degree of accuracy, judgment, ethics (including confidentiality) and the ability to work in a collaborative and team environment is essential.

A resume and covering letter should be sent to [lynn-monteith@pgdiocese.bc.ca](mailto:lynn-monteith@pgdiocese.bc.ca). Only short listed applicants will be contacted.