

Sacred Heart Cathedral

REVISED

Prince George, BC

EMPLOYMENT OPPORTUNITY

Sacred Heart Cathedral has two part-time positions: Secretary and Bookkeeper.

The **Secretary** position provides administrative support to the Cathedral Rector, performing general office duties.

The **Bookkeeper** position is responsible for processing payables and receivables.

Qualifications:

Secretary

Proficient in: Microsoft Office (Word, Excel, Outlook, Publisher and Power Point), and Windows 7.

Bookkeeper

Knowledge and use of Sage 50 Accounting

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