



Catholic Independent Schools  
Diocese of Prince George  
WWW.CISPG.CA

## CISPG Finance Officer

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 semi-monthly payroll for approximately 200 staff on nine sites and administering the CISPG portion of the employee benefit program.

### **Qualifications:**

- Accounting and Finance, Bookkeeping or Business related Diploma, Payroll Certificate
- Minimum of 3 years work experience in finance and payroll
- Knowledge of: PayWorks and Sage50 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

Start date: December 3, 2018

Qualified applicants should submit a cover letter and resume by Friday, November 9, 2018 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)