



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

CISPG Payroll Clerk

The Catholic Independent Schools of Prince George is seeking a part time – 12 hours per week Payroll Clerk. Reporting to the Superintendent, this position is responsible for assisting the Finance Officer in processing semi-monthly payroll for approximately 200 staff on nine sites.

Qualifications:

- Payroll Certificate, Bookkeeping Diploma or five plus years of related experience
- 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: To begin immediately

Qualified applicants should submit a cover letter and resume by Friday, November 2, 2018 to:

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