



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

### **Director of Finance**

Reporting to the Bishop, the Director of Finance assists with the administration of the goods of the Diocese in accordance with the budget determined by the Diocesan Finance Council.

#### **Principal responsibilities:**

- assisting with preparation of annual diocesan budget
- providing regular statements of the financial position of the diocese
- facilitating the annual audit
- preparing and submitting charity returns to CRA
- supervising staff in accounting and payroll/benefits administration for clergy and parish/curial employees
- managing the pastoral centre building and other diocesan properties
- assisting with special projects and development of policies and procedures

#### **Qualifications and Experience:**

- CPA designation
- Minimum two years experience in not-for-profit and/or public sector accounting

**Compensation** based on qualifications and experience. A generous benefit and pension package is included.

This position will remain open until a suitable applicant has been selected. Only those selected for an interview will be contacted.

**Applicants should send a resume and cover letter to:**

[bishop@pgdiocese.bc.ca](mailto:bishop@pgdiocese.bc.ca)