



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

CISPG Payroll & Benefits Coordinator

The Catholic Independent Schools of Prince George is seeking a part time Payroll & Benefits Coordinator. Reporting to the Finance Office and Superintendent, this position is responsible for assisting the Finance Officer in processing semi-monthly payroll and administration of benefits for approximately 200 staff on nine sites.

Skills & Qualifications:

- Payroll Certificate, Bookkeeping Diploma or five plus years of related experience
- Knowledge of: PayWorks and Sage50 accounting software, Microsoft Office (primarily Word, Excel, and Access)
- Proficiency with technology to assist others in the office and organization will be considered a definite asset
- Experience in Human Resources would be a considerable asset
- Good communicator in both verbal and written English, have exceptional time-management and organizational skills with the ability to effectively manage priorities.

The successful candidate need not be Catholic but must committed to working in a Faith based office environment.

Remuneration at \$23 per hour plus a comprehensive benefit package.

Start date: To begin August 17, 2020 (or sooner depending on availability of successful candidate)

Qualified applicants should submit a cover letter and resume to:

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

If you have questions about the position, please contact our Executive Assistant Laurie Hooker at 250-964-5642