



# Diocese of Prince George

6500 Southridge Avenue  
Prince George, BC V2N 5P9

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## **Accounting Clerk**

The Diocese of Prince George is seeking a permanent full time Accounting Clerk. Reporting to the Business Manager, this position is responsible for a variety of bookkeeping and accounting duties in support of accounts receivable, accounts payable and other accounting and financial functions for several sets of books.

### **Skills and Qualifications**

- Business Accounting Diploma and/or two years related experience
- Knowledge of Sage 50 and 300, Microsoft 365
- A high degree of accuracy, judgment and ethics and the ability to work in a collaborative and team environment are essential

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

Qualified applicants should submit a cover letter and resume to:

Diocese of Prince George  
Lynn Monteith, Accountant  
6500 Southridge Avenue  
Prince George, BC V2N 5P9

Or email to [hr@pgdiocese.bc.ca](mailto:hr@pgdiocese.bc.ca)