

# The Roman Catholic Diocese of Nelson

## Accounting and Administrative Assistant

The Diocesan Office, situated in Kelowna, BC is seeking an **Accounting and Administrative Assistant** to provide support to our Financial Services team.

Located in the beautiful Okanagan and Kootenay regions of British Columbia, the Roman Catholic Diocese of Nelson ministers to approximately 78,000 Catholics through 31 parishes and 10 mission parishes.

This is a full time position working 35 hours per week. This position pays \$24 to \$28/hour depending on qualifications. Reporting to the Financial Administrator, the **Accounting and Administrative Assistant** is responsible for:

- Accounting entries
- Assisting payroll department with data entry
- Reconciling accounts
- Financial record keeping

Skills required include:

- Post-secondary education in bookkeeping/accounting
- 2+ years related experience in an office environment
- Solid computer skills including Quickbooks and Microsoft Office with particular emphasis on Excel and Publisher
- Experience with a data management system
- Excellent interpersonal skills and communication skills
- Strong organizational skills including prioritization, time management and the ability to perform multiple tasks with excellent attention to detail
- Ability to represent The Roman Catholic Diocese of Nelson professionally in all circumstances
- Clean driving record and valid driver's license with no restrictions

Interested applicants are invited to submit a **cover letter and resume to [executive-cpc@nelsondiocese.org](mailto:executive-cpc@nelsondiocese.org) by August 5, 2024. Electronic submissions only please.**

All things being equal, active members of the Roman Catholic Church will be given preference. We thank all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.