



## **FINANCIAL ADMINISTRATOR**

The Diocese of Corner Brook and Labrador currently requires a Financial Administrator. This full time position is located in Corner Brook and reports directly to the Bishop. The appointment to this position is for a five year term with the possibility of renewal.

**DUTIES:** The incumbent will be responsible for the development and monitoring of budgets, for the production of monthly and annual financial statements as well as for conducting special project work as required. The successful applicant will also be responsible for a full range of administrative responsibilities including property management, and all aspects of the Accounting Functions. He / she will be expected to provide leadership to the diocese in a full range of business functions and should have knowledge about Investments and Corporate structures.

**QUALIFICATIONS:** Graduation from a recognized university with a degree in Business, with major course work in accounting. The completion of a professional accounting designation would be a definite asset. The ideal candidate should possess at minimum of five years of business related experience, preferably in a management position. The successful candidate must be able to work independently, be service orientated, and have good organizational, analytical and interpersonal skills.

A valid driver's license is required and an automobile will be a condition of employment.

**SALARY SCALE:** Commensurate with Qualifications and Experience

**PLEASE SEND A RÉSUMÉ, PROOF OF QUALIFICATIONS, AND THE NAMES OF THREE EMPLOYMENT REFERENCES TO:**

**Human Resource Committee**  
Corner Brook and Labrador Diocese  
469 Curling Street  
Corner Brook, NL. A2H 3K8  
diocese@nf.aibn.com

**Deadline for application: October 16, 2017**

**We thank all applicants for their interest but only those applicants selected for an interview will be contacted.**