



Accounting Clerk – Part Time

The Diocese of Corner Brook and Labrador currently requires an Accounting Clerk. This part time position is located in Corner Brook and reports directly to the Financial Administrator. The hours of work for this position are Monday – Friday 9AM to 12PM.

DUTIES: The Accounting Clerk is responsible for performing a range of general clerical, accounting and bookkeeping support functions in the Diocesan office including the account receivable, accounts payable and payroll functions. The candidate will also provide support services for the Marriage Tribunal and Chancellor's Office. The accounting clerk reports to the Financial Administrator and is responsible for data entry and preparation of financial reports and a variety of general accounting support tasks.

QUALIFICATIONS: Graduation with a diploma in a two year (minimum) accounting program with 3-5 years experience in clerical accounting. The successful candidate must be able to work independently, be service orientated, and have good organizational, analytical and interpersonal skills.

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: September 13, 2019

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