



## **Roman Catholic Diocese of Victoria**

### ***Administration and Finance***

*1-4044 Nelthorpe St., Victoria, BC, V8X 2A1*

*Tel: (250) 479-1331 Fax: (250) 479-5423*

*Email: [chancery@rcdvictoria.org](mailto:chancery@rcdvictoria.org)*

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### **Accounting Clerk**

The Diocese of Victoria and Island Catholic Schools is seeking a full-time accounting clerk. Candidates should have an accounting diploma or equivalent and have at least two year's practical experience. Knowledge of the Catholic Church would be an asset.

This position would suit an individual with prior experience in maintaining Accounts Receivable & Payable ledgers and account reconciliations. This position would suit a highly organized and efficient individual with administrative and accounting experience, strong interpersonal and communication skills, and advanced computer skills. The position offers an attractive salary and benefit package commensurate with the candidate's qualifications and experience.

Interested applicants are invited to submit a résumé and cover letter to:

Roman Catholic Diocese of Victoria  
Attention: Leah MacKenzie, CFO  
4044 Nelthorpe Street  
Victoria, BC V8X 2A1  
Email: [chancery@rcdvictoria.org](mailto:chancery@rcdvictoria.org)

<https://www.rcdvictoria.org/employment>

This position will remain open until filled with a preferred application date of October 19, 2018.

**Release Date:** October 12, 2018