



## Roman Catholic Diocese of Victoria

1 – 4044 Nelthorpe Street

Victoria BC V8X 2A1

Phone: (250) 479-1331 ✆ Fax: (250) 479-5423

[www.rcdvictoria.org](http://www.rcdvictoria.org)

# Job Posting: *Intermediate Accountant* (*Full time temporary - up to one year*)

The Diocese is seeking an Intermediate accountant, to assist the Controller in the administration of Diocesan financial operations by providing accounting services to the Catholic Independent Schools. The salary range is \$58,000 - \$62,000 FTE per annum.

## Qualifications

- Represents the Diocese of Victoria in a professional manner
- Accounting Diploma is required and minimum of 3 years of relevant accounting experience
- Knowledge of Sage Intacct and experience in a school environment considered an asset
- Good working knowledge of Excel
- Familiarity with school fee collection/accounting systems considered an asset
- Ability to work in a team environment and to learn accounting tasks quickly

## Duties & Responsibilities

- Assist with the Schools Review Engagement, including preparation of working papers for auditors
- Assist with accounts payable and accounts receivable as needed, including account reconciliations
- Assist with completing monthly postings and bank reconciliations.
- Prepare HST/GST returns
- Assist with the preparation and submission of the Charity return
- Perform other financial activities as required

Interested applicants are invited to submit a résumé and cover letter by August 2, 2024 to:

## Roman Catholic Diocese of Victoria

Attention: Selection committee

4044 Nelthorpe Street

Victoria, BC V8X 2A1

Email: [jobs@rcdvictoria.org](mailto:jobs@rcdvictoria.org)

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

*We thank all applicants for their interest, however, only those shortlisted for an interview will be contacted.*