

**Job Posting
Administrator/Bookkeeper
Anglican Diocese of Athabasca**

The Synod Office for the Anglican Diocese of Athabasca is looking for a responsible Administrator/Bookkeeper to perform a variety of administrative, financial, and clerical tasks. Duties include providing support to the Bishop of Athabasca and Synod Office staff, assisting in daily office needs and managing the diocese general administrative and financial administrative activities.

Under the supervision of the Bishop, the successful candidate will assist the Bishop and staff by handling office tasks, reception duties, financial administration, communications with parishes and clergy, and competently assist with various diocesan initiatives, events and gatherings.

The ideal candidate should have excellent oral and written communication skills and experience with the *Sage* bookkeeping program, as well as knowledge of all aspects of payroll processes and reporting requirements. Experience with financial tracking and reporting for a non-profit organization is desirable. The Administrator/Bookkeeper must be comfortable with computers, completing general office tasks and possess superior organizational skills.

An understanding of the Christian faith and things ecclesiastical would be considered an asset.

This is a full-time position, 9:00 a.m. to 5:00 p.m. - Monday to Friday (and occasional evenings and weekends), with pension and health benefits. Salary is determined by the *Council of the North* stipend paid to clergy in Northern Alberta.

To apply, please mail or email your cover letter and resume to:

Anglican Diocese of Athabasca

PO Box 6868

Peace River, Alberta T8S 1S6

dioath@telusplanet.net

CLOSING DATE: December 15, 2019