



Catholic Independent Schools
Diocese of Prince George
WWW.CISPG.CA

CISPG Finance Officer Job Description

The Catholic Independent Schools of Prince George is seeking a full time Finance Officer. Reporting to the Superintendent, this position is responsible for accounting for the CISPG Superintendent's Office, processing semi-monthly payroll for approximately 200 staff on nine sites and administering the CISPG portion of the employee benefit program.

Principal duties include:

- Assisting with the preparation of the annual CISPG budget and local school budgets
- Providing the Superintendent and Board with regular statements
- Preparing financial year-end reports and audit documents
- Processing semi-monthly payroll
- Preparing Financials and Benchmark reporting
- Assisting and preparing for Religious/Secular Audits
- Processing WorkSafeBC quarterly remittances and annual reporting
- Processing annual T4s, ROEs and other payroll reports
- Responding to inquiries regarding payroll
- Administering Group MSP and Group Benefits for employees
- Communicating with stakeholders and auditors
- Attending professional development

Qualifications:

- Accounting and Finance, Bookkeeping or Business related Diploma, Payroll Certificate
- Minimum of 3 years work experience in finance and payroll
- Knowledge of: PayWorks and Sage50 accounting software, Microsoft Office (primarily Word and Excel)
- Proficiency with technology to assist others in the office and organization will be considered a definite asset

Start date: December 3rd, 2018

Qualified applicants should submit a cover letter and resume by Friday November 9, 2018 to:

Chris Dugdale, Superintendent
Catholic Independent Schools, Prince George
6500 Southridge Avenue
Prince George, BC V2N 5P9
or email to cis@cispg.ca