

ST. JOHN THE APOSTLE PARISH
2340 Baseline Road, Ottawa, ON

**EMPLOYMENT OPPORTUNITY
PART-TIME BOOKKEEPER/FINANCIAL PERSON**

Hours: Approximately 10 hours a week.

Requirements:

- Applicant must have strong organizational skills
- be proficient in using SAGE50 Accounting, Excel and MS Word
- excellent oral and written communication skills
- the language of the workplace is English

Duties include:

- writing cheques
- posting accounts
- payroll
- HST rebate application
- Posting weekly deposits
- Preparing Annual Financial and Charitable returns

Salary: Dependent on experience

Application:

Please send resume by email to: office@stjohntheapostleparish.com. We thank all those who apply. Only those invited to an interview will be contacted. No telephone calls please.