

**JOB OPPORTUNITY @ ICC**  
**PART-TIME BOOKKEEPER NEEDED!!**

Immaculate Conception Church, situated in Kelowna, BC is seeking a Part-time bookkeeper – 12 hrs /week to join our team.

This position requires 12 hours per week with a flexible schedule.

Responsibilities:

- Manage day-to-day bookkeeping tasks.
- Maintain accurate financial records using QuickBooks.
- Process data entries and reconcile accounts.
- Assist with bank reconciliations and preparation of financial reports.
- Ensure timely and accurate financial transactions.

Qualifications:

- Proficiency in QuickBooks and general data processing.
- Proficiency in Microsoft Office (Excel required).
- Strong attention to detail and organizational skills.
- Prior bookkeeping experience preferred.
- Ability to work independently and maintain confidentiality.
- Must be a practicing Roman Catholic.

If you are committed, trustworthy, and have a passion for accuracy in financial work, we encourage you to apply.

To apply, please submit your resume and a brief cover letter detailing your experience and faith background to the ICC Office in person (839 Sutherland Avenue), or email [icc.kelowna@nelsondiocese.org](mailto:icc.kelowna@nelsondiocese.org)

*All things being equal, active members of the Roman Catholic Church will be given preference. We thank all applicants for their interest.*

*Please note that only those applicants selected for an interview will be contacted.*