

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

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.