

**The Anglican Church of Canada
Diocese of Central Newfoundland**

The Diocese of Central Newfoundland will be appointing a Diocesan Accountant/Office Manager to work from the Diocesan Office in Gander. The successful candidate will be an experienced accountant/bookkeeper, directly responsible to the Bishop through the Executive Officer.

Areas of responsibility include, but are not limited to the maintenance of complete accounting records and subsidiary records according to established procedures and account classifications, as well as the effective operation of the Diocesan Synod Office.

The successful applicant must be able to work in a collaborative manner with the Bishop, Executive Officer, Diocesan Office Staff and Parishes and exercise a high level of confidentiality in dealing with sensitive information relating to parishes and individuals.

Familiarity with Anglican organization and polity and a familiarity with CRA Charities regulations and procedures would be helpful.

Salary of \$33,000 with yearly cost of living adjustments, according to Diocesan policy. Remuneration includes an employee/employer cost shared health care/dental plan, Employee Assistance Plan and the Anglican Church of Canada Pension Plan.

Position to begin February 1, 2012. There will be a one month training period and an additional two month probationary period.

Closing date for resumes is the end of business day January 6th, 2012

A full job description may be sent upon request to:

The Rev. Perry Cooper - executive@nfld.net

Resume may be sent by email or to Rev. Perry Cooper
34 Fraser Road
Gander,NL, A1V2E8