

The Roman Catholic Diocese of Nelson

Diocesan Appeals, Financial and Data Records Coordinator

The Diocesan Office, situated in Kelowna, BC is seeking a **Diocesan Appeals, Financial and Data Records Coordinator** to provide support to our Financial Services team.

Located in the beautiful Okanagan and Kootenay regions of British Columbia, the Roman Catholic Diocese of Nelson ministers to approximately 78,000 Catholics through 31 parishes and 10 mission parishes.

Reporting to the Financial Administrator, the **Diocesan Appeals, Financial and Data Records Coordinator** is responsible for Diocesan Appeals and Diocesan donor database including associated financial record keeping. This position has flexible hours and could be either a part or full time position working up to 35 hours per week. Skills required include:

- Post-secondary education in bookkeeping/accounting
- 2+ years related experience in an office environment
- Solid computer skills including Quickbooks and Microsoft Office with particular emphasis on Excel and Publisher
- Experience with a data management system
- A keyboarding speed of at least 40 wpm
- Excellent interpersonal skills
- Impeccable communication skills (verbal, writing, active listening)
- Strong organizational skills including prioritization, time management and the ability to perform multiple tasks with excellent attention to detail
- Ability to represent The Roman Catholic Diocese of Nelson professionally in all circumstances

Interested applicants are invited to submit a cover letter, **resume and 3 reference letters, including a pastor reference, to info@nelsondiocese.org by November 23, 2023. Electronic submissions only please.**

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.