



EMPLOYMENT OPPORTUNITY

Pentecostal Assemblies of Newfoundland and Labrador (PAONL) and the Religious Book and Bible House (RBBH) are seeking an Accounting Clerk (full-time, permanent). You will serve as an integral member of the PAONL and RBBH accounting and finance team. Primary responsibilities will include the processing of transactions as well as the reconciliation and maintenance of various accounts and ledgers, including customer invoices, statements, billings, and/or other accounting documents.

Qualifications & Skills Required

- A post-secondary Diploma/Degree in accounting; other combinations of qualifications and experience may be considered.
- Good standing with an affiliated PAONL assembly.
- Excellent oral and written communication skills, strong organizational and problem-solving skills and confidentiality are required
- Highly motivated, detail oriented and team player
- Excellent Microsoft Excel and Word skills are essential
- The position also requires excellent coordination skills to effectively interact with a small internal team and multiple external customers

Please submit your Resume, along with references, to:

Pentecostal Assemblies of Newfoundland and Labrador
Box 8895, Station A
St. John's, NL A1B 3T2
ATTENTION: Jennifer Lee
Email: jlee@paonl.ca

The deadline to apply is Friday, October 18, 2019