



**Anglican Church of New Brunswick
(Diocese of Fredericton)
Financial and Administrative Assistant
(1-year maternity leave contract)
Fredericton, New Brunswick**

The Diocese of Fredericton, an Anglican faith based organization, is seeking an individual to bring a depth of expertise and professionalism to support their financial and administrative priorities. **Please note that this is a temporary, full-time maternity leave coverage position.** Working out of the Synod Office, the Financial and Administrative Assistant will be expected to:

- Use strong organizational, logistical and time management skills in support of Diocesan events, proactivity seeking out opportunities for contributing to a high standard of performance and professionalism
- Maintain and utilize portions of the diocesan web site in support of diocesan event management
- Draw on a wide range of education and experience to enhance the financial operations through maintenance of accounts payable and accounts receivable, data entry and analysis
- Provide administrative support to key senior personnel, prepare and track correspondence, and maintain paper-based and electronic filing systems
- Provide professional guidance to various working groups, parish clergy and lay leaders and other diocesan groups in a committee structure

Skills and experience required for this position include:

- Degree or diploma in Business Administration or a related field OR a minimum of five years' related experience; or equivalent combination of education and experience
- Formal training or demonstrated experience with accounting procedures
- Excellent verbal and written communication skills
- Strong organizational and time management skills

The position will be of interest to someone who has strong interpersonal and organizational skills, can build relationships with a range of stakeholders and employees, and can focus on the "big picture" as well as routine detail. If you are interested in getting involved in a stable Christian organization and are prepared to do whatever is required to contribute to its success over this 1-year term, then this opportunity is for you.

Application process:

Qualified applicants are to submit, in confidence, their cover letter and resume, no later than Friday, June 8th to:

The Diocesan Synod of Fredericton
115 Church Street
Fredericton, NB, E3B 4C8
E: application@anglican.nb.ca
F: (506) 460-0520

We thank all candidates for their interest; however, only those selected for an interview will be contacted. Please, no telephone calls.