

## **PART-TIME BOOKKEEPER/ADMINISTRATIVE ASSISTANT**

St. Patrick's Parish, located in Markham has an immediate opening for a Bookkeeper/Administrative Assistant, 2 days per week. The successful applicant must have experience in all aspects of accounting, possess skills as an administrative assistant with very good command of both oral and written English. Experience with Simply Accounting would be an asset.

Interested applicants should submit their resume to the Pastor, Rev. Ed Murphy at [fr.ed@stpatrick.on.ca](mailto:fr.ed@stpatrick.on.ca). The deadline to receive resumes is Monday, November 30, 2009. Please note that only those selected for an interview will be contacted.