



## ***The Sacred Heart School of Montreal***

*an independent Catholic girls' high school invites applications for the following position:*

### ***Full-time Accounting Clerk***

- *Fully bilingual in French and English*
- *Minimum two years of accounting experience*
- *Strong computer skills (Excel and Word) knowledge of COBA an asset*
- *Strong organizational skills*
- *Excellent interpersonal skills*

*We offer a full range of benefits including a pension plan (REGOP) and generous vacation time.*

*A curriculum vitae and cover letter should be submitted by*

***July 29<sup>th</sup>, 2010***

*to*

*Mr. Shawn O'Donnell, Head of School  
The Sacred Heart School of Montreal  
3635 Atwater Avenue, Montreal, Qc H3H 1Y4  
e-mail: [sodonnell@sacredheart.qc.ca](mailto:sodonnell@sacredheart.qc.ca)*

*Please note that only candidates selected for an interview will be contacted*