

<b>POSITION</b>	Staff Accountant
<b>REPORTS TO</b>	Director of Finance
<b>LOCATION</b>	Victoria, BC
<b>THE POSITION</b>	<p>We are Victoria's Anglican School for Jr. K to grade 8 — welcoming children from all backgrounds and providing an exceptional education at an affordable price.</p> <p>We seek a part-time Staff Accountant to perform all accounting functions and support the administration on all financial management issues. The ideal candidate will be a team player who is able to be strategic with procedures and systems. Hours and days of work are flexible but will average approximately 24 to 32 hours per week.</p> <p>We are growing, so the position has the potential to grow to full-time along with the opportunity of advancement.</p>
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Accounts Payable (AP) transactions – review validity of payables, ensure timely payments, ensure all transactions are properly recorded; ensure accuracy, completeness and compliance with budget and policy</li> <li>• Accounts Receivable (AR) transactions – review validity of receivables, ensure timely payments, ensure all transactions are properly recorded, preparation of monthly statements; ensure accuracy, completeness and compliance with budget and policy</li> <li>• Processing and recording of all banking related deposits: e-transfers, PADs, government funding, and preparation of bank deposits</li> <li>• Perform asset recording and depreciation accounting</li> <li>• Assist in providing information for creating the annual budget</li> <li>• Support month-end and year-end processes</li> <li>• Provide necessary oversight to meet CRA and other regulatory requirements for registered charities</li> <li>• Reporting of incoming donations and flow into operations of endowments and preparation of charitable tax receipts</li> </ul>
<b>EXPERIENCE REQUIRED</b>	<ul style="list-style-type: none"> <li>• Degree in accounting and prior experience working in a registered charity environment; accounting designation (CPA) not required but a definite asset</li> <li>• Competence in internal controls, financial management and reporting, CRA rules and regulations for registered charities and the Societies Act of BC</li> <li>• Knowledge of Simply (Sage50) Accounting</li> <li>• Ability to grasp new software programs</li> <li>• Good Excel skills, ability to produce spreadsheets for budgeting and other financial purposes</li> <li>• Attention to detail and accuracy</li> <li>• Demonstrated record-keeping skills; ability to meet reporting and regulatory requirements</li> <li>• Ability to manage the workload independently; excellent people skills; ability to deal with a range of stakeholders</li> </ul>