


EMPLOYER	 Christ Church Cathedral Educational Society
POSITION	Bookkeeper/Accountant
REPORTS TO	Director of Finance
LOCATION	Victoria, BC
THE POSITION	<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 bookkeeper/accountant to perform all accounting functions and support the administration on accounts payable and accounts receivable. 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 24-32 hours per week. This position has the potential of becoming a full-time position.</p>
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • 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 • 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 • Processing and recording of all banking related deposits: etransfers, PADs, government funding, and preparation of bank deposits
EXPERIENCE and SKILLS REQUIRED	<ul style="list-style-type: none"> • Two (2) years of accounts payable and accounts receivable experience (prior experience working in a registered charity environment not required but a definite asset) • Competence in internal controls for accounts payable and accounts receivable • Knowledge of Simply (Sage50) Accounting (preferred but not required) • Ability to grasp new software programs • Good Excel skills, ability to produce spreadsheets for budgeting and other financial purposes • Attention to detail and accuracy • Demonstrated record-keeping skills; ability to meet reporting and regulatory requirements and deadlines • Ability to manage the workload independently; excellent people skills; ability to deal with a range of stakeholders
SALARY/HOURLY RATE	<ul style="list-style-type: none"> • \$24.00 to \$28.00 per hour depending upon experience and skill set

Apply to accounts@cathedralschool.ca with a resume and cover letter.