



# Christ Church Cathedral School

Junior Kindergarten - Grade 8

912 Vancouver Street  
Victoria, BC, V8V 3V7  
Telephone: 250.383.5125  
[hr@catholicschool.ca](mailto:hr@catholicschool.ca)



## Cathedral School - Part-Time Staff Accountant

Founded in 1989, Christ Church Cathedral School provides an outstanding and inspiring education to children from JK to Grade 8. Ranking among the top performing schools in our city and rooted in the Anglican ethos, we offer a well-rounded curriculum accessible to students of all faiths. We nurture the spiritual, social, physical, and intellectual growth of every child and aspire to be the school of choice for families seeking an excellent education within a vibrant, caring, and inclusive community where students can discover the path toward the best version of themselves.

### The Role

Cathedral School is currently seeking a **Part-Time Staff Accountant**. Reporting to the Director of Finance, the Staff Accountant works closely with the accounting team. The successful candidate will be a collaborative team player with the ability to think strategically about procedures and systems. They demonstrate strong attention to detail and accuracy, proven bookkeeping and payroll experience, and familiarity with working in a donation-receiving organization. The role requires the ability to meet reporting and regulatory requirements, manage workload independently, and provide outstanding accounting services.

Hours and days of work are flexible and will average approximately 20 hours per week, with the potential to transition into a full-time position of 40 hours per week. This is an in-person position.

### The Staff Accountant will be involved in:

#### Accounts Payable (AP)

- Review validity of payables / reconciling company visa statements
- Ensure timely payments
- Ensure all transactions are properly recorded
- Ensure accuracy, completeness, and compliance with budget and policy

#### Accounts Receivable (AR)

- Review validity of receivables
- Ensure timely receipt and recording of payments
- Ensure all transactions are accurately recorded
- Prepare invoices and monthly statements
- Follow up on past-due accounts and advise the Director of Finance of any issues



# Christ Church Cathedral School

Junior Kindergarten - Grade 8

912 Vancouver Street  
Victoria, BC, V8V 3V7  
Telephone: 250.383.5125  
hr@catholicschool.ca

## Banking

- Process and record of all banking-related deposits including cash, cheques, e-transfers, government funding, and pre authorized debits (PADs)
- Prepare bank deposits

## Payroll

- Assist with payroll by providing administrative support for employee pay processing
- Ensure accuracy through data entry of hours, salary, vacation, sick leave, deductions, and benefits
- Verify payroll information and support benefit enrollments
- Ensure compliance with tax laws and organizational policies
- Act as a key liaison between employees and the Director of Finance

## Other Accounting Functions

- Support month-end and year-end procedures
- Assist with preparation of year-end audit schedules
- Complete other tasks and duties as required

## **The Staff Accountant has:**

- several years of bookkeeping experience.
- a collaborative, systems-oriented mindset.
- knowledge of Simply Accounting (Sage 50) and the ability to quickly learn new software programs.
- strong Excel skills, including the ability to produce spreadsheets for budgeting and financial reporting.
- demonstrated record-keeping skills and ability to meet reporting and regulatory requirements.
- ability to manage workload independently, with strong interpersonal skills and a high level of attention to detail and accuracy.
- experience working with a non-profit organization would be an asset.

## **Staff Accountant Compensation**

Our school is committed to providing an encouraging and supportive working environment, with competitive compensation and a substantial benefits package. Compensation for this position will range between \$23.00 - \$28.00 per hour, depending on experience and credentials. Should the position move to full time, the candidate will be eligible to participate in our RRSP matching contribution program, and extended health plan upon a successful 3 month probationary period.

## **To be Considered as our next Staff Accountant**

Please express your interest in this position by January 23rd to the attention of the Director of Finance at: [finance@catholicschool.ca](mailto:finance@catholicschool.ca). This position will be open until it is filled and candidates of interest will be contacted directly.

Thank you for your interest in being part of the Cathedral School Team.