



# Christ Church Cathedral School

Junior Kindergarten - Grade 8

912 Vancouver Street  
Victoria, BC, V8V 3V7  
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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. We are seeking a Full - Time Staff Accountant for 40 hours per week.

## **Full Time Staff Accountant Position (5 days per week)**

### **Position Overview**

- The Staff Accountant works closely with the accounting team and reports directly to the Director of Finance. The Staff Accountant is a team player who is able to be strategic with procedures and systems. They have a keen eye for attention to detail and accuracy, demonstrated bookkeeping and payroll skills, and working within a donation receipts organization. The ability to meet reporting and regulatory requirements, ability to manage the workload independently, and a desire to provide outstanding accounting services
- The Staff Accountant will perform the duties involved with accounts payable, visa reconciliations and accounts receivable processing along with assisting with payroll and donation receipts. The ideal candidate will have several years of experience (bookkeeping), a team player who is able to be strategic with procedures and systems. This is a full time position of 40 hours per week working in the office.
- Compensation: Based on experience 60-65k per annum
- Experience Required: Knowledge of Simply (Sage50) Accounting, ability to grasp new software programs, good excel skills, ability to produce spreadsheets for budgeting and other financial purposes. Experience working within a non profit organization would be considered an additional asset.

### **Key Responsibilities**

- 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 properly recorded
- Preparation of invoices and monthly statements
- Follow up on past due accounts and advise Director of any issues
- Banking
  - Processing and recording of all banking related deposits to include: cash, cheques, e-transfers, government funding, and pre authorized debits (PADs)
  - Preparation of bank deposits
- Payroll
  - assist with payroll providing crucial administrative support for processing employee pay, ensuring accuracy by managing data entry (hours, salary, vacation, sick, leave, deductions), verifying information and handling benefit enrollments, all while complying with tax laws and company policies, acting as a key link 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

**Benefits:** Employees working 50% or more are entitled to health and dental benefits under the School's Benefits Plan upon successful probationary period.

All employees have the option of participating in the School's matching Group RRSP Plan by which the School will pay up to 5% of your salary into the School's Group RRSP Plan, provided that you contribute a matching amount.

Please send your cover letter and resume by March 20, 2026 to:

[hr@cathedralschool.ca](mailto:hr@cathedralschool.ca) and [finance@cathedralschool.ca](mailto:finance@cathedralschool.ca)

Attention: Director of Finance