

ACCOUNTANT

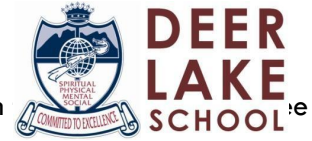
Deer Lake School is a K-12 academy nestled in the heart of Burnaby, BC. We are committed to providing exceptional student-centred Christian education in a safe and caring family environment. We welcome students from all faiths and cultural backgrounds.

IDEAL CANDIDATE:

The Accountant is an individual who understands the mission of Deer Lake School and desires to support wisdom, faith and an understanding of our ministry to children and youth. They have demonstrated confidence in their accounting skills to work effectively and efficiently, while also being able to communicate effectively to parents, staff, and school leadership as needed. The Accountant reports to the Director of Finance & Operations, and collaborates with the finance and operations team for the successful financial management of the school, maintaining positive relationships with all stakeholders (internally and externally).

JOB DESCRIPTION:

- Work directly with the Director of Finance & Operations in overseeing school finances.
- Utilizes the school's accounting software; Sage 50 Premium Accounting, with proficiency. Review computer-generated accounting reports for accuracy.
- Record, reconcile, maintain student accounts and interact with families as needed.
- Record, reconcile, and maintain suppliers and other payable accounts and process invoices according to policy and procedures.
- Collaborates with the Director of Finance & Operations in the development of the annual operating, capital, and program budgets.
- Complies with federal, provincial, and the British Columbia Conference/Seventh-day Adventist Church in Canada and General Conference financial requirements by studying existing and new legislation and policies, enforcing compliance, and taking action accordingly.
- General supervision of accounting staff in the performance of their assigned task.
- Provide management, families and staff financial report needs and requirements.
- Attend business meetings as required and necessary with financial reports as needed.
- Manage daily cash balances and reconciliation.
- Manage daily emails, respond to questions & provide information to families, suppliers, management, BC Conference and other requests.
- Review or prepare the monthly bank reconciliation for accuracy.
- Prepare or review the monthly financial reports for presentation to the finance committee and the board. Distribute financial reports on time.



- Assist the Director of Finance and Operations in the report presentation and the board.
- Prepare the tuition aid application with complete documentation in coordination with the Director of Finance & Operations.
- Collect and calculate the constituent church subsidy.
- Review summary of student enrollment and tuition payment schedule and set up SAGE 50 recurring journal entries.
- Review or set up tuition collection and other fees in bank pre-authorized debit website and Elavon for credit card payments.
- Prepare the T3010 annual charity return and GST bi-annual claim.
- Prepare the General Conference Audit Services (GCAS) annual audit schedules prior to the start of the audit and assist the auditor during the audit.
- Other duties as assigned by the Director of Finance & Operations.

QUALIFICATIONS:

Must have:

- Undergraduate degree in accounting, business accounting, or finance or a combination of relevant education
- 3-5 years of experience, particularly in bookkeeping and general accounting
- Previous experience in leadership positions, with strong resolve, personal ethics and integrity
- Active participation and membership in a local Seventh-day Adventist Church

Preferred assets include:

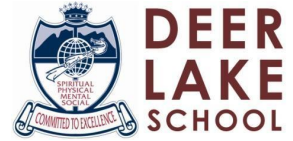
- CPA designation, or working towards designation
- Understanding of not-for-profit and charitable organizations
- Previous work experience as an accountant within a school and/or a Seventh-day Adventist organisation
- At least two years of full-cycle accounting experience

Knowledge, Skills and Abilities:

- Exceptional verbal and written communication skills
- Proficient with the Microsoft Office suite (Excel, Word, PowerPoint) and database systems
- Experience and familiarity with using SAGE accounting software an asset
- High degree of accuracy and attention to detail
- High ethical standards, professionalism, and maintaining confidentiality
- Strong communication and interpersonal skills
- Team player

Successful candidates will be required to complete a vulnerable sector Criminal Record Check before

integrity service family belief



receiving an employment offer.

Remuneration:

- \$69,035-\$92,019*
- full benefits package
- relocation benefits

*Salary is negotiable and will be based on experience and qualifications and subject to 3-month probation

Start date: Available immediately

Applicants: Send cover letter, resume, and copies of any certifications to admin@deerlakeschool.ca

Posting date: April 9, 2024

Closing date: Posted until filled