



Airdrie Christian Academy

Whatever you do, do it all for the glory of God.
1 Corinthians 10:31

Mission: "We are called by Jesus Christ to advance God's Kingdom by educating and training His children to personally know, love and serve Him."

JOB POSTING

Part-time Bookkeeper - ACA@Home

Duties:

- Accounts Payable – bills, reimbursements, parent resource payments/statements
- Accounts Receivable – e-transfers, automatic payment management, donations, online payments
- Management of Tuition Forms, tracking payments for enrollment
- Bank Deposits
- Invoicing/Billing
- Data Entry
- Assist with fundraisers & Petty Cash
- Office duties as needed

Qualifications/Conditions:

- Solid understanding of accounting principles & processes
- Accounts Payable/Receivable experience
- Working knowledge of Accounting Software, we currently use Quickbooks but are transitioning to Blackbaud for the 24/25 school year
- Experience working with a charity would be an asset
- Ensure compliance with CRA regulations
- Knowledge of Microsoft Excel – formulas & formatting
- Knowledge of Google Suite
- Ability to learn new computer software easily
- Must be flexible
- Strong communication and organizational skills
- High level of accuracy and attention to detail
- Must be able to take direction graciously
- Fast-paced office environment
- Must have a police record check with vulnerability screening on file before starting employment
- Must align with the mission and vision of ACA

Hours of work:

Approximately 20 hours per week

Compensation: \$22.50 per hour

Based on Experience and Education

Deadline for applications: Friday, April 26th, 2024

Please apply through the link on our website.

Thank you for your interest in this position. Only those selected for an interview will be contacted. Resumes of individuals not granted an interview will be disposed of appropriately.