



NOTRE DAME SCHOOL

925 – 104th Ave

Dawson Creek, BC

V1G 2H8

Phone : 250-782-4923

Fax : 250-782-4388

Notre Dame School is seeking a part-time Bookkeeper. Previous experience in bookkeeping and accounting is a must. Knowledge of MSOffice/Windows and Simply Accounting is required. Please submit resume with references to the following email address: notredame@cispg.ca

*Please refer to the Notre Dame School website – www.notredameschool.ca for further information.

Thank you for your interest. Only those selected for interviews will be contacted.

Closing date: September 23rd, 2016

Bookkeeper

Qualifications:

- Previous experience in bookkeeping and accounting is a must
- Knowledge of MSOffice/Windows and Simply Accounting is required

Job Description:

- Maintain all school accounts on Simply Accounting
- Does all the bookkeeping for the school, including accounts payable, accounts receivable repairing and filing the quarterly GST, and tax receipts for tuition and donations and enters that data in our Chart of Accounts
- Reconciles bank statements
- Pays all the bills, prints cheques, contacts council members for signatures, prepares invoices for secretary to mail out, etc.
- Files all financial information
- Provide monthly financial reports as required by the treasurer and/or school council
- Prepare other financial documents as requested by the principal or school council
- Prepare the books for the yearend review by the auditor
- Work in collaboration with the principal and school council members to prepare annual (or more frequent) budgets/budget forecasts
- Distribution of pay advices

Tuition

- Prepares invoices for families detailing the amount owed prior to the first day of school
- Collects the receipt and bank deposit books from the secretary and records all payments in Simply Accounting
- Sends statements at month end to any families that have not made a payment that month
- Notifies the finance committee if a family does not make a payment for two consecutive months
- Prepares collection letters (registered letters) at the direction of the finance committee for accounts with balances in arrears over 3 months
- After consultation with the finance committee, sends an overdue account to the collection agency
- Any tuition concerns between the parent and the bookkeeper that cannot be resolved are to be passed onto the finance committee for review
- Update finance committee monthly regarding overdue accounts
- Contact families at their request to discuss their account. The principal and secretary cannot act on behalf of council in this regard
- Meet with principal one week prior to School Council meetings to go over the Chart of Accounts
- Issues around non-payment of tuition are confidential and not to be discussed when others not involved are present