Position Description

Bookkeeper

Reporting directly to the Financial Controller, the Bookkeeper is responsible for managing Accounts Receivable (AR) and Accounts Payable (AP) processes in a QuickBooks Desktop environment, and will value working in a mission-driven, Christian school setting.

Qualifications

- Demonstrated bookkeeping experience, ideally in a **school, nonprofit, or charity environment**
- Proficiency with accounting software, ideally **QuickBooks Desktop**
- Strong understanding of **AR/AP processes,** Canadian accounting principles, and nonprofit accounting practices
- Experience with **GST filings and CRA compliance** (required)
- High level of accuracy and attention to detail
- Strong organizational and time management skills
- Ability to maintain confidentiality and financial integrity
- Proficiency in Microsoft Excel and general office software
- Proven ability to maintain confidentiality and financial accuracy

Duties and Responsibilities

- Maintain accurate financial records using **QuickBooks Desktop**
- Process **accounts receivable**, including tuition billing, payment tracking, subsidies, fees, and charitable donations
- Manage **accounts payable**, including vendor invoices, staff reimbursements, expense tracking, and payment processing
- Perform monthly **bank and credit card reconciliations**
- Prepare timely financial reports for Division administration and the Board (income statements, balance sheets, cashflow statements)
- Support **payroll processes** and ensure accurate recordkeeping
- Prepare and track **GST filings** and ensure compliance with CRA requirements for nonprofits/charities
- Assist with **CRA remittances**, including payroll source deductions (CPP, EI, income tax)
- Support issuance of **charitable donation receipts** in accordance with CRA guidelines
- Maintain organized and auditable documentation of all financial transactions
- Support budget tracking and cash flow monitoring
- Assist with year-end preparation and external audit processes
- Ensure compliance with relevant financial policies and procedures