

Position Available – Staff Accountant, Vancouver Christian School



Who We Are

Vancouver Christian School is a large, diverse, non-profit, K-12 independent school located in East Vancouver, British Columbia. A vibrant and close-knit community of 900 students, VCS is a proud leader in Christian education celebrating over 70 years of history in the region. From the early days of our Christian Reformed roots to the building of a new, modern campus in the heart of Vancouver, VCS is dedicated to preparing students for a life of transformation and service through excellent, Christ-centred education.

Join our Team

We have an exciting opportunity for an experienced accounting professional to join our team to support our school through the Business Office. We offer an attractive compensation and benefits package with a generous amount of paid leave that supports better work/life balance.

You will be an integral part of a supportive team that greatly cares about creating a school environment that actively supports our students' learning and growth. We love working and learning in a new, modern building and are looking for an individual who values being part of a warm, welcoming community who seeks to serve others through their professional skills.

As the Staff Accountant reporting to the Director of Finance in the Business Office, you will ensure our school continues to be good stewards of our financial resources through your professional integrity and knowledge of sound financial accounting principles, standards and procedures. We love our staff at VCS and you will have the important task of ensuring staff pay and benefits are administered accurately and in a timely manner. The other half of your time will be spent performing a variety of general accounting functions that support the operation of our school, including accounts payable and receivable functions, preparation of tuition and donation receipts, collections, month-end financial procedures, general ledgers, bank reconciliations, budgeting, and quarterly and year-end financial reporting.

Having experienced rapid growth in the last few years, you will have the opportunity to support the development and implementation of business improvement processes and systems that will improve the operations of the school.

Requirements

Ideally, you will have a post-secondary education in Accounting or Commerce with a Chartered Professional Accountant designation or are working towards the CPA designation. In the absence of a CPA designation, you will have a minimum of 3 years of full cycle bookkeeping experience. Experience in an educational setting or a non-profit organisation would be an asset. You will also need to be familiar and comfortable with a range of office productivity tools and business technologies including the Google and Microsoft suite of products, Sage and XLGL and the ability to embrace new technology will be essential.

You will succeed in this role if you are able to demonstrate a high level of integrity, honesty and personal motivation in the oversight of school resources that will enable you to perform your duties to a high standard of quality and accuracy while completing work on time with minimum supervision. You understand the importance of confidentiality and meeting regulatory requirements and your critical thinking, analytical and problem-solving skills will enable you to develop solutions and support business improvement projects.

VCS is a school community passionate about Christian education and we are looking for people who will be able to demonstrate their commitment to a Christ-centred life through involvement in a faith community and who understands and acknowledges the mission, vision and community standards of VCS.

[Click here for the full job description.](#)

Application

To express your interest in the Staff Accountant position, please forward your cover letter, resume and any supporting documentation to: employment@vancouverchristian.org by **February 17, 2023**. For a more detailed job description, please click on [here](#).

While we appreciate your interest in Vancouver Christian School, only short-listed candidates will be contacted.