**JOB POSTING Christ Church Cathedral School**

**JOB TITLE: Senior Staff Accountant**

**REPORTS TO: Director of Finance**

**DATE: November 17, 2022**

**Position Overview:**

The Sr. Staff Accountant performs various accounting functions and supports the administration on various financial management issues.

**Key Responsibilities**

* Payroll processing – enter payroll information for both bi-weekly and semi-monthly payrolls, enter new employee information, enter benefit payroll deductions, and preparation of Record of Employment (ROE).
* Accounts Payable (AP) transactions – review validity of payables, ensure timely payments, ensure all transactions are properly recorded; ensure accuracy, completeness and compliance with budget and policy
* Accounts Receivable (AR) transactions – review validity of receivables, ensure timely payments, ensure all transactions are properly recorded, preparation of monthly statements; ensure accuracy, completeness and compliance with budget and policy
* Processing and recording of all banking related deposits: etransfers, PADs, government funding, and preparation of bank deposits
* Assist in providing information for creating the annual budget
* Support month-end and year-end processes.

**QUALIFICATIONS**

**Education:**

* Degree in accounting; professional accounting designation preferred

**Experience, Knowledge and Skills:**

* 3 to 5 years of accounting work experience in the areas of payroll, accounts payable, and accounts receivable
* Work experience in an educational or registered charity environment is preferable
* Working knowledge of fund accounting
* Knowledge of Simply (Sage50) Accounting
* Ability to grasp new software programs
* Strong Excel skills, ability to produce spreadsheets for budgeting and other financial purposes
* Attention to detail and accuracy
* Demonstrated record-keeping skills; ability to meet reporting and regulatory requirements
* Ability to manage the workload independently; excellent people skills; ability to deal with a range of stakeholders

**SALARY and BENEFITS**

* $65,000 to $75,000 depending upon experience and relevant accounting designation
* Benefits available after successful completion of a probationary period include: extended health, dental and life insurance, long-term disability, RRSP group plan, sick days, discretionary days, and vacation days

Send cover letter, resume, and 3 professional references to the Personnel Committee, hr@cathedralschool.ca. Only shortlisted candidates will be contacted. Thank you!