

Bookkeeper

St. John's Academy Shawnigan Lake

Job ID
41189

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LOCATION	DATE POSTED	EXPIRY DATE	
2371 Shawnigan Lake Rd., Shawnigan Lake, BC British Columbia	24-09-2026	23-03-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 28	2 years to less than 3 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Job Overview

Business Name: St. John’s Academy Shawnigan Lake Society
Operating Name: St. John’s Academy Shawnigan Lake
Work Address: 2371 Shawnigan Lake Rd. Shawnigan Lake, BC, V8H 2H1
Position: Bookkeeper (NOC 12200)
Terms of Employment: Permanent, Full-Time (30 hours per week)
Language of Work: English
Benefits: Extended Medical Insurance, Dental Insurance, Lunch provided when on shift as a taxable benefit
Wage: \$28/hr

St. John’s Academy Shawnigan Lake

We are currently seeking an experienced individual to join our Finance department. The successful candidate will be a keenly motivated person with attention to detail, the ability to multitask and meet financial deadlines, and a positive attitude towards working as a team.

Located in southern Vancouver Island, our 29-acre boarding school campus is surrounded by fresh air and natural beauty. St. John’s Academy Shawnigan Lake, situated on a pristine location between the shores of Shawnigan Lake and the base of Mt. Baldy, provides an innovative approach to learning for both day and boarding students.

Key Responsibilities

Financial Record Keeping & Reporting

- Maintain accurate financial records in Sage for all associated entities
- Prepare year-end financial statements, working papers, and reconciliations, ensuring compliance with reporting requirements

- File annual reports for all entities and respond to fiscal year-end inquiries
- Prepare and file quarterly and annual Employer Health Tax (EHT) and submit payments

Budgeting & Financial Planning

- Develop the annual operating and capital budget in collaboration with the Head of School
- Track budget-to-actual expenditures and provide subject area reports to guide purchasing decisions
- Prepare monthly budget tracking and financial updates

Accounts Payable & Vendor Management

- Oversee and process accounts payable, ensuring correct allocations and timely payments via cheque, credit card, wire transfer, or auto deposit
- Respond to vendor inquiries regarding invoices and payments

Tuition & Student Accounts

- Create and maintain Statements of Fees for all students, accounting for tuition structures, including founding fees, scholarships, sibling/staff discounts, and bus fees
- Track payments for new student applications and re-registrations, including deposits and fees
- Set up and manage academic payment plans (e.g., PAD, cheques, lump sum, partial payments)
- Address family inquiries regarding tuition payments and financial matters
- Maintain and follow up on accounts receivable for tuition, uniforms, and other fees, including NSF payments
- Process monthly Pre-Authorized Debits (PAD) and post receipts in Sage
- Handle various payment methods, including Square, Stripe, Flywire, e-transfer, and ensure proper reconciliation
- Perform bank deposits for tuition and other received payments

Cash Flow & Treasury Management

- Monitor and manage cash flow, including inter-bank transfers and Visa account funding.
- Maintain petty cash and oversee cash forecasting.

International Student Financial Processing

- Track and verify international student wire transfers for tuition payments based on offer letters
- Issue receipts for application fees and tuition payments for the Vancouver campus
- Process commission payments for international student recruitment agents
- Maintain incidental accounts for international students and liaise with Dorm Coordinators regarding overdrawn amounts

Tax & Compliance

- Track and file GST/PST returns
- File quarterly and annual WorkSafe reports and process payments

Payroll & Employee Expense Management

- Process employee expense reimbursements via e-transfer or cheque, ensuring proper approval before payment

Rental & External Billing

- Issue and track rental invoices and ensure collection of fees
- Process Nominal Roll reports and invoices for First Nations students

Prepare and submit credit applications as needed

Job Description

Employment Requirements

- Education: College Diploma or Bachelor's degree in Accounting, Finance, or a related field
- Experience: Minimum of 2 years of experience in accounting or financial management, preferably in an educational or non-profit setting

Preferred Skills

- Proficiency in Google and Microsoft Office Suite, especially Excel
- Proficiency and experience with Sage
- Proficiency and experience with other software such as Payworks
- Strong analytical and problem-solving skills
- Exceptional attention to detail and organizational abilities
- Excellent communication skills with the ability to explain financial concepts to non-financial stakeholders

How to Apply

Interested candidates are invited to submit their CV/resume and a one-page cover letter to careers@sjasl.ca. The cover letter should briefly explain how your qualifications and experience meet the requirements of the position.

Only shortlisted candidates will be contacted. Candidates selected for an interview will be required to provide two professional references.

At St. John's Academy Shawnigan Lake, we're passionate about creating an inclusive workplace that promotes and values diversity. Creating an environment where everyone, from any background, can do their best work is something we take pride in.