



St Mary's and Immaculate Conception Schools
require a Part-Time
Bookkeeper



St Mary's and Immaculate Conception Schools are accepting applications for the position of Bookkeeper. This part time position includes:

- preparation, entry, and analysis of data including financial statements
- accounts receivable and payable
- government forms and year-end audit preparation
- government reports for an independent school and design
- entry and analysis of data for special projects using spreadsheets.

20 hours per week (10 at each school)

Preferred qualifications include:

- experience using Sage accounting and Microsoft Office

Starting date for this position is May 1, 2021. Successful applicants will be required to complete a criminal record check.

Salary and benefits are determined according to qualifications and experience.

Please submit a cover letter and resume to either Jenny Schroeder(Principal) @ jschroeder@cispg.ca or Kathleen Barth (Principal) @ kbarth@cispg.ca

Applications will be accepted until position is filled.