



Airdrie Christian Academy

Whatever you do, do it all for the glory of God.
1 Corinthians 10:31

Mission: "We are called by Jesus Christ to advance God's Kingdom by educating and training His children to personally know, love and serve Him."

Part-time Bookkeeper Posting - Accounts Receivable

Duties:

- Accounts Receivable – e-transfers, credit card payments, automatic payment management, donations, and entries
- Accounts Receivable Collections
- Invoicing and tracking (Tuition, Rentals, Athletics)
- Issuing Tuition Forms
- Bank Deposits
- Data Entry, Tracking
- Office duties as needed

Qualifications/Conditions:

- Solid understanding of accounting principles & processes
- Accounts Receivable experience
- Working knowledge of QuickBooks Desktop Accounting Software/Blackbaud Accounting Software
- Experience working with a charity would be an asset
- Ensure compliance with CRA regulations
- Knowledge of Microsoft Excel – formulas & formatting
- Ability to learn new computer software easily
- Experience with Google Suite would be an asset
- Must be flexible
- Strong communication and organizational skills
- High level of accuracy and attention to detail
- Must be able to take direction graciously
- Fast-paced office environment
- Must have a police record check with vulnerability screening on file prior to starting employment
- Must align with the mission and vision of ACA

Hours of work: Approximately 20 hours per week, 12 month contract

Compensation: Based on Experience and Education

Deadline for applications: Wednesday, May 15th, 2024

Thank you for your interest in this position. Only those selected for an interview will be contacted. Resumes of individuals not granted an interview will be disposed of appropriately.