



Bookkeeper Job Description

General Accountability

The Bookkeeper will perform all bookkeeping procedures on a computerized accounting system under the supervision of the College Director and the Treasurer of the Board of Directors.

Primary Duties and Responsibilities

The following job description is intended to describe the general nature and work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of this position.

Bookkeeping

- Record and issue receipts for all student deposits and tuitions
- Track due dates for tuitions and issue statements to students in a timely manner
- Report any late tuitions to the College Director
- Ensure all supplier invoices are appropriately authorized for payment, and process payments to meet due dates
- Maintain confidential payroll records for all employees
- Process employee payroll, paying electronically into employee accounts
- Distribute pay stubs to employees by email
- Track employee sick leave accruals
- Prepare monthly PD7A reports and make remittances in a timely manner
- Prepare year-end T4's and distribute to employees
- Provide monthly financial statements to College Director including Balance Sheet, Income Statement, Receivables, and Payables summaries.
- Provide additional reports to College Director and Board of Directors as required
- Prepare GST reports and make remittances in timely manner
- Prepare WCB reports and make remittances in timely manner
- Communicate (both in verbal and written form) with other staff members, students, contractors, suppliers, and banking contacts
- Maintain organized filing system for all bookkeeping source documents

Reception

- Provide back-up reception duties when the Executive Assistant is busy or out of office
- Greet all students and visitors in a friendly, respectful manner
- Create a positive first impression for students and visitors
- Handle all telephone calls in a friendly, respectful manner
- Keep the reception area clean, tidy, and organized

Qualifications

- Formal qualifications in accounting or bookkeeping
- Minimum of two years responsible accounting or bookkeeping experience using the Sage Accounting software, including accounts payable, accounts receivable, payroll, general ledger, and financial reports
- Knowledge of regulatory requirements of processing payroll transactions and payroll returns
- Ability to communicate clearly, both verbally and in writing



-
- Excellent interpersonal and customer service skills

Working Conditions

- The Bookkeeper will work in an office environment.
- The Bookkeeper will work a standard work week, but additionally may work evening, weekend, and overtime hours to accommodate activities such as Board meetings.

Reporting Relationships:

- The Bookkeeper shall report to the College Director and the Board of Directors

How to Apply

Please submit a cover letter detailing how you meet the selection criteria and your CV/resume by email to: hr@valemountcollege.ca in MS Word or PDF format only. Calls will not be accepted. We would like to thank all candidates in advance for their interest, but only those selected for an interview will be contacted.

Valemount College embraces the principles of employment equity and is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff, our faculty and its scholarship including, but not limited to, women, visible minorities, Aboriginal people, persons with disabilities and persons of any sexual orientation or gender identity. Please note that all qualified candidates are encouraged to apply, however applications from Canadians and permanent residents will be given priority.