



JOB DESCRIPTION

May 2025

JOB TITLE: Accounting and Admin Assistant .6 FTE (22.5 hours per week)
DEPARTMENT: Business Administration
REPORTS TO: Financial Manager
STATUS: 46-week contract (mid-August to early July)

JOB SUMMARY: This position will perform or assist in performing accounting functions, including but not limited to compiling, classifying records, verifying and maintaining data and payments of accounts payable, accounts receivable, credit card processing, School of Fine Arts (SOFA) accounting, and donor records. The position involves the maintenance of accounting records including the preparation of various reports and statements as required. This position requires a high degree of attention to detail, accuracy, accounting experience, confidentiality, and communication with colleagues.

KEY RESPONSIBILITIES:

- **General Accounting (30%)**
 - review and reconcile SOFA accounting;
 - prepare bank reconciliations;
 - post routine journal entries such as e-transfers;
 - prepare and reconcile inter-organizational accounting and billings;
 - assist with year-end audit preparations;
 - assist with organization of annual review of document retention, filing, and destruction;
 - support school administration and staff with accounting related queries.
- **Accounts Receivable (30%)**
 - prepare regular bank deposits and deliver to night depository (fees, tuition, fundraising, field trips, donations, etc.);

- maintain School of Fine Arts (SOFA) fee income and process payments to SOFA instructors;
- **Accounts Payable (20%)**
 - assist, as required, to review, code and process invoices and payment requisitions ensuring appropriate approvals and documentation;
 - maintain payables files;
 - prepare cheques for signatures and distribution when required
 - reconcile and process credit card payments to statements
- **Donations (10%)**
 - maintain donor files;
 - enter donations in financial software;
 - process donations as received;
 - assist with preparation of charitable donation receipts.
- **Other duties (10%)**
 - provide general reception duties in the Business Administration office;
 - assist the HR department with assigned tasks such as interview package preparation, new employee information preparation, etc.
 - provide clerical support such as filing, documentation support, Safety and Health documentation, etc.
 - assist with other Business Administration departmental functions as needed.

EDUCATION AND QUALIFICATIONS:

- formal accounting training;
- several years of related experience;
- attention to detail and high degree of accuracy;
- working knowledge of Excel and Google Admin;
- ability to learn and integrate new systems and programs;
- service orientation;
- other duties as assigned.

ADDITIONAL REQUIREMENTS:

- a sincere love for Jesus Christ evidenced by lifestyle, including regular attendance at weekly church services;
- willingness to sign and adhere to the LCS Statement of Faith and Lifestyle Commitment;

- participation in corporate and individual prayer, school chapels, and worship services, along with a deep understanding of the commitment to serve in a Christian environment;
- enthusiastic support of the Mission, Vision and Core Values of Linden Christian School.

OTHER REQUIREMENTS:

- provision of a Criminal Record Check from the Winnipeg Police Services or RCMP which affirms that the Vulnerable Sector Screening is clear;
- provision of evidence of clearance from the Child Abuse Registry Check;
- commitment to confidentiality and being able to deal professionally with highly complex matters and privacy issues.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.