

Administration Assistant and Book Keeper

Delta Christian School, located in downtown Ladner, BC, is currently accepting applications for the position of Administration Assistant and Book Keeper commencing as early as August 1, 2015. DCS is a small, long established, inter-denominational school of approximately 110 students. (K-7) For further information go to www.deltachristianschool.org

At DCS, the Administration Assistant and Book Keeper will have excellent oral and written communication including preparation of correspondence, business English, spelling, punctuation and grammar, and school office procedures. Key qualifications include the ability to work with people, , pleasant telephone manner, ability to work independently and with flexible work times, proficient with word processing, spreadsheets, databases, PowerPoint and demonstrated commitment to Christian education.

The Book Keeper's role involves:

- payroll, source deductions, GST reports, regular bookkeeping entries, liaison with the DCS Board Treasurer, Principal, Learning Assistance and Special Education coordinator and external accountant.
- invoicing, A/R, A/P, banking, cash flow management, communications with vendors and school families
- legal and small claims management as required
- routine financial reporting to management
- office management
- scheduling of appointments, special projects, internal communications
- assisting the Treasurer and Principal
- and more

This role requires:

- superior written and verbal communication skills
- numeracy skills
- Word, Excel and Powerpoint skills
- Bookkeeping and Accounting skills
- superior organizational skills

If you are interested in applying for this exciting opportunity, please forward a copy of a current resume, a brief cover letter, and a written statement of your Christian faith to:

Tony Bylenga – Principal

tony@deltachristianschool.org

Please note that only applicants considered for interviews will be contacted.