



Almadina Language Charter Academy

Board Office

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Accounting Assistant

Almadina School Society, doing business as Almadina Language Charter Academy – a public charter school, seeks a part-time (3 days a week 0.6 FTE) Accounting Assistant for its school authority. The schools deliver the Alberta Program of Studies with a focus on English language acquisition to 1117 students in grades K to 9 with children in full day ECS. Due to continuous enrolment growth, Almadina is looking to add an Accounting Assistant to support the Secretary Treasurer in his duties.

The main responsibilities include:

- responsible for the complete accounts payable cycle from reviewing invoices to processing payments;
- prepare Purchase Orders for Secretary Treasurer's signature;
- prepare monthly source deductions and ATRF remittances;
- prepare bank reconciliation for review by Secretary Treasurer;
- prepare various monthly account reconciliation as necessary;
- assist with preparation of year-end paper for external audit
- assist the Secretary Treasurer and Superintendent with other tasks as assigned

The candidate must:

- have post-secondary education related to accounting;
- have at least 3 years of experience with accounts payable;
- have good knowledge of Microsoft Excel and Words;
- have experience with Simply (Sage) Accounting or similar accounting software;
- possess excellent communication skills;
- be a team player.

Applications will be accepted until 4:00 pm, March 30, 2018

Please submit your electronic application, including a cover letter, a copy of your post-secondary diploma, your resume, and the names, positions and telephone contact information for three recent professional references to Wanda Hayes, Executive Secretary, at boardoffice@esl-almadina.com.

Only candidates selected for an interview will be contacted and incomplete application packages will not be considered. A clear Criminal Record / Vulnerable Sector check is a condition of employment.