



ST. MARK'S COLLEGE
CORPUS CHRISTI COLLEGE

Bookkeeper
Corpus Christi College & St. Mark's College

“The Community of St. Mark’s, which includes St. Mark’s College, Corpus Christi College, and St. Mark’s Parish, is the Catholic centre at UBC. St. Mark’s College educates undergraduate and graduate students through a theological lens, preparing them to become leaders in Catholic schools, healthcare, and social services. It also prepares the academic formation for men preparing to serve as permanent deacons in the Archdiocese of Vancouver. Corpus Christi College provides students with the good undergraduate start that develops the individual student’s potential and enables success today and beyond. Our offerings are unique, imbued with Catholic values, while complementary to UBC.”

Overview

The Bookkeeper will report to the Director, Finance and Operations. Primary working relationship include Registrar’s Office, President and Principal’s Office, and the Human Resources Office.

Expectations and Responsibilities:

- Calculate, prepare and issue documents related to accounts such as bills, invoices, account statements and other financial statements
- Enter, verify and reconcile transactions such as accounts payable and receivable, cheques, invoices, cheque requisitions, credit card and bank statements
- Respond to inquiries, maintain good relations with multiple stakeholders and solve problems
- Prepare and post month end journal entries and prepare month end working papers
- Assist with preparation of the monthly and annual financial statements and reports
- Other related accounting duties as assigned from time to time

Qualifications and Skills

- Two years of related experience or the equivalent combination of education and experience
- Demonstrated proficiency with Microsoft Office (Word, Excel, Outlook), Adobe Acrobat. Knowledge and experience in QuickBooks Premier is an asset
- Exceptional organizational skills, strong communication and interpersonal skills
- Ability to exercise sound judgment, multi-task, prioritize and work effectively under pressure to meet deadlines
- Commitment to forwarding the missions and visions of St. Mark’s College and Corpus Christi College

Please submit your resume and cover letter to hr@corpuschristi.ca.

Applications are open until filled

Preferred Start Date: September 1, 2021