



**CONNECT**  
CHARTER SCHOOL

## **Employment Opportunity – Accounting Clerk (Full Time)**

June 7, 2021

Connect Charter School is a Board-governed, publicly funded school of 624 students (grades 4 – 9), offering a unique, **inquiry-based** learning environment that inspires students to understand more fully the world in which they live. The school has a strong culture of **innovation**, with **experiential, outdoor & environmental education** being supported by technology as vital parts of the overall program. We are seeking a highly collaborative

### **ACCOUNTING CLERK (Full Time)**

The successful candidate will have demonstrated expertise in working within a school environment and will fulfill the following role:

- Ensure correct coding and approval of all invoices and purchase cards;
- Produce cheque runs that are approved by the Secretary Treasurer;
- Invoicing for amounts due for collections;
- Assist in Rycor and fee collections;
- Prepare the bank deposits for the Secretary Treasurer;
- Prepare account reconciliations as needed;
- Responsible for managing ReadySub;
- Schedule Chartered buses and manage daily buses;
- Management and maintenance of student kits, annual supplies, phone system, key distribution and rentals;
- Cross-train and back up for the Receptionist and Administrative Secretary;
- Provide support and assistance to administrative office staff as required;
- Other duties as assigned.

The suitable candidate will demonstrate:

- An ability to work in a very busy environment and remain patient and organized;
- Excellent verbal and written communication skills;
- Works well in a team setting;
- Strong attention to detail;
- Multi-tasking and prioritization skills;
- Good working knowledge of Microsoft Word, Excel and Outlook;
- Knowledge and experience in Accounts Payable and Accounts Receivable;

Connect Charter School provides:

- Competitive salary based on education and experience
- Full health and benefits package
- Professional development
- Free on-site parking

Applicants are invited to submit in a single PDF document the cover letter, resumé and three professional references (your most recent supervisor must be included) together with complete contact information to the Secretary Treasurer at [amanda.a@connectcharter.ca](mailto:amanda.a@connectcharter.ca).

Please use the subject line **Accounting Clerk Application**. Only shortlisted candidates will be contacted.

**Applications will be reviewed beginning 12pm MDT on June 21, 2021, and continue until the position is filled.** A current criminal record check and child intervention record check is required of all new employees.