



## **KENNETH GORDON MAPLEWOOD SCHOOL**

### **Student Accounts / Family Finance Coordinator**

**Full Time (1.0FTE) Part-time (at least 24 hours per week 0.6FTE).**

**The hours of work are generally Monday to Friday during general business hours**

The Kenneth Gordon Maplewood School is seeking a highly motivated accounting professional to join the financial services team. KGMS is a Kindergarten to Grade 12 Special Education School Independent school located in North Vancouver BC, we are a member of the Independent Schools Association of BC (ISABC) and a candidate school with the Canadian Accredited Independent Schools (CAIS).

We are currently seeking a Family Finance Coordinator, reporting to the Controller, the position manages all aspects of students' accounts and accounts receivable including processing student accounts registration, billing and fees, accounts receivable, donations, reconciliation, collection and reports. The Family Finance Coordinator works within KGMS Finance Department. This department falls under the Finance & Administration division which includes Finance and Human Resources.

The ideal candidate will perform detailed financial accounting promptly with a high level of accuracy and attention to detail. Accurate, detailed, and up-to-date records are an integral part of the school's ability to meet reporting requirements and provide internal decision-makers with pertinent information.

#### **Qualifications:**

The successful candidate will have related accounting experience, preferably in the non-profit sector. An advanced level of computer literacy including experience using financial software, spreadsheets, and word processing. Have the ability to commute to North Vancouver BC, and consent to a Criminal Records / Vulnerable Sector Check.

#### **The ideal candidate will:**

- Demonstrates initiative and exercise sound judgment
- Work either in a team environment or independently with minimum supervision.
- Work quickly and accurately and exercise independent judgment.
- Remain current with technological and accounting concepts, policies, and equipment.
- Demonstrate a positive attitude toward students, staff, and families
- Demonstrate strong interpersonal and communication (verbal & written) skills
- Be proficient at managing Google Suite, Microsoft Office and/or other databases
- Work quickly, efficiently and accurately on assigned tasks
- Meet deadlines
- Be a proactive team player, flexible & self-motivated



- Skilled at analyzing and preparing reports
- Possess research skills and the ability to access information independently

**Key Responsibilities & Expectations:**

- Manage student's accounts, process EFT and credit card payments, record payments received, account charges, tuition revenue, student billing and transportation billing
- Generate and email student account monthly statements and reports
- Manage the re-registration process of all returning students on an annual basis, which includes the collection, processing and entering of registration forms, registration deposits and tuition fees
- Collaborate with Admission, manage application and registration fee collection, registration deposits and tuition fee calculations and billings for all new students
- Communicate information to families regarding tuition fee amounts, financial assistance and additional funding sources (Autism funding and other charities)
- Calculations for all mid-year entries, late enrollment and withdrawals
- Assist trip organizers with collection of payments and account reconciliation
- Monthly accounts reconciliations
- Produce detailed analysis and prepare various reports for budgets, accruals, financial statements, audits, and miscellaneous statistics
- Collection of overdue accounts
- Other finance and administration duties as required.
- Maintain up-to-date enrollment and attendance records and prepare Ministry attendance data
- Assistance with accounts payable and other finance-related duties.

**Qualifications:**

- This position requires a post-secondary education in financial and/ or business administration along with two years of experience in financial administration. An equivalent combination of education and experience may be considered
- Proficiency in Microsoft Office (Outlook, Word, Advanced Excel) and accounting software
- Experience with Canadian Banking and Financial Institutions
- Excellent customer service and interpersonal skills and the ability to communicate effectively
- Ability to be tactful, demonstrate excellent judgment and work as a positive and collaborative team member
- Organized with the ability to work under deadlines with conflicting demands from various departments

Qualified candidates with a desire to join our innovative team are invited to submit their



resumes. Please send your current resume and cover letter to [smacleod@kgms.ca](mailto:smacleod@kgms.ca)

We thank all applicants for their interest; however, only those selected for an interview will be contacted. If contacted for an interview, please inform us should any accommodation be required.

*KGMS is committed to building a diverse and inclusive workforce by ensuring a barrier-free work environment. We welcome applications from all qualified job seekers, from BIPOC (black, indigenous, and people of colour), persons with disabilities, and 2SLGBTQ (persons of all sexual orientations and genders).*