



KENNETH GORDON MAPLEWOOD SCHOOL

FINANCE ADMINISTRATOR - ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE

FULL TIME (1.0FTE)

Kenneth Gordon Maplewood School is seeking a highly motivated accounting professional to join the KGMS Finance and Administration team. KGMS is a Kindergarten to Grade 12 Special Education 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 Finance Administrator who will manage all aspects of Accounts Receivable and Accounts Payable for the school, reporting to the Controller. The position is an integral part of the KGMS Finance team and ensures legal and regulatory compliance for all accounting functions.

The successful candidate will have related accounting experience, preferably in the non-profit sector. Have the ability to commute to North Vancouver BC, and consent to a Criminal Records / Vulnerable Sector Check.

DEMONSTRATED ATTRIBUTES:

- Models the highest standards of professional practice and interaction with employees, families and other external stakeholders
- Demonstrates knowledge of relevant accounting standards, federal/provincial policies and compliance requirements
- Possesses strong analytical skills, high level of accuracy and attention to detail
- Works either in a team environment or independently with minimum supervision
- Works quickly, efficiently and accurately on assigned tasks, and exercises independent judgment.
- Remains current with technological and accounting concepts, policies, and equipment
- Possess research skills and the ability to access information independently
- Demonstrates strong interpersonal and communication (verbal & written) skills
- Demonstrates and shares the importance of emotional intelligence and empathy in building trust and a positive working atmosphere across the school community.

KEY RESPONSIBILITIES:

Accounts Receivable

- Responsible for the timely and accurate recording of all school cash receipts and revenue
- Manage student's accounts, process EFT and credit card payments, prepare bank deposits, record and reconcile tuition and transportation payments, unearned revenue
- Maintain up-to-date enrollment and attendance records and assist with the Ministry reporting



- Manage the re-registration process of all returning students. Collaborate with the Admission team, 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)
- Calculation for all mid-year entries, late enrollment and withdrawals
- Monthly accounts reconciliations. Collection of overdue accounts. Analysis of AR reports
- Manage donation receipts and fundraising proceeds
- Produce detailed analysis and prepare various reports for budgets, accruals, financial statements, audits, and miscellaneous statistics
- Act in a supportive capacity for school functions, as directed by the Head of School or Controller.

Accounts Payable

- Process payables on a weekly basis
- Monthly reconcile accounting records to vendor statements
- Assistance with other finance-related duties.

QUALIFICATIONS:

- This position requires a post-secondary education in financial or business administration along with two years of relevant experience. An equivalent combination of education and experience may be considered
- Be proficient at managing Microsoft Office, Google Suite and/or other databases
- Experience with Sage or other similar accounting software and Canadian banking systems.
- 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

SALARY RANGE: \$68,000 - \$78,000 (based on qualification and experience)

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: ozueva@kgms.ca We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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).