

President's Assistant & Bookkeeper

Campus of Trinity Western University, Langley, BC



Preparing followers of
Jesus Christ to become
skilled ministry leaders.

About Us

At Northwest Seminary & College, we understand the needs and dynamics of learning to serve skilfully in today's culture. Our degrees allow for in-person, online, distance, and in-context learning. Operating since 1934, our unique in-context programs are holistic, integrating mentored development and demonstration of knowledge, skill, and character competencies critical to success in ministry.

Located in the beautiful Fraser Valley of British Columbia on the Trinity Western University Campus, Northwest students are completing degrees from coast-to-coast in Canada, as well as the USA, Central and South America, and beyond.

The Northwest community is made up of a diverse and caring group of people - faculty, staff, students, alumni, churches, agencies, and donors. Our vibrant and nimble team of 20 staff and faculty offers an innovative, friendly, and supportive work environment committed to serving a diverse and multi-cultural church. We also seek to reflect the gender, cultural and ethnic diversity of the global body of Christ in our faculty, staff, and administration. Find out [more about us](#).

The Opportunity

Posting Number: 24

Posting Date: April 5, 2023

Application Deadline: April 30/23

Position Status: Full Time

Hours/Week: 37.5

Remote Work: Up to 20%

Reporting to the President, the President's Assistant & Bookkeeper is responsible for general office management, day-to-day facilities operation, bookkeeping and payroll, and providing administrative support to the President and Board.

WHAT YOU'LL BE DOING

Your work life will include:

Assistant to the President

- Provide support to the president with various administrative duties as directed including report preparation, meeting scheduling and preparation and making travel arrangements.
- Board of Governor administrative duties including meeting coordination, preparing agenda and minutes, managing documents, and arranging Board retreats.

Office Administrative Support

- Provide general administrative support to staff and faculty.
- Complete regular government and association membership forms and reports as needed.

Bookkeeping

- Manage accounts payable – receive invoices and expenses, validate and issue payments.
- Manage accounts receivable – prepare invoices and collect monies, track, and record incoming deposits including donations, grants, endowments, student tuition and fees, etc.
- Manage bank deposits, transfers, reconciliations, etc.
- Manage, track, and record financial aid awards.
- Issue tax slips for employees, students, and donors.

Payroll Administration

- Manage staff and faculty payroll and benefits.
- Ensure all tax forms and group benefits forms are completed and submitted for all staff.

Facilities Operation

- Provide a welcoming environment for visitors. Answer phone, greet visitors, maintain general Northwest email inboxes, and distribute incoming and outgoing mail.
- Maintain office facilities, equipment, and supplies, and coordinate external bookings.

COMPENSATION

Salary will reflect level of experience.

BENEFITS & PERKS

- Extended health & LTD
- Up to 10 health days/year
- Supplementary EI sick benefits
- 3 weeks' vacation
- Christmas holiday shut down
- 5% retirement savings plan
- Trinity Campus Benefits:
 - Library access
 - Gym access
 - Free or discounted courses, workshops, seminars
 - Free parking

About You

You are a committed follower of Jesus, who agrees with the core elements of our statement of faith found [here](#). You are also a team player who is kind, caring and compassionate.

You are a seasoned administrator with strong bookkeeping and accounting skills. You are an excellent communicator who is organized and meticulous with detail. You can juggle multiple priorities and are known for your problem-solving skills and getting things done. If you don’t know, you’ll find out. Customer service is your middle name.

You care deeply about simplifying your manager’s work life so they can focus on strategy. You know what you can handle and what requires escalation. You know how to brief, summarize and be concise. You sweat the small (but critical) stuff so that the team can thrive.

You have the following:

Required	Preferred
EXPERIENCE	
<ul style="list-style-type: none"> • Minimum 2 years of experience as an Administrative Assistant • Minimum 2 years of experience in at least one of the following roles: <ul style="list-style-type: none"> ○ Clerical bookkeeping ○ Payroll processing 	<ul style="list-style-type: none"> • Experience providing support to an executive position
EDUCATION	
<ul style="list-style-type: none"> • High school diploma • Training in accounting basics • Payroll training 	<ul style="list-style-type: none"> • Post-secondary degree • Post-secondary education in accounting
SKILLS	
<ul style="list-style-type: none"> • Proficiency with Microsoft Office suite • Intermediate Excel skills • Bookkeeping • Payroll software • Excellent written, oral, and electronic communication skills 	<ul style="list-style-type: none"> • WordPress website editor • Adobe Acrobat • Quickbooks Online • Payworks Payroll system

Position Success Traits

- Planning / organization skills / time management
- Innovation & creativity
- Analytical & critical thinking
- Quality, accuracy & attention to details
- Initiative
- Interpersonal skills and relationship building

- Service orientation
- Drive for results / tenacity / bias for action
- Continuous learning and remaining up to date on current best practices in related field

How to Apply

If this sounds like you, we would love to hear from you. Please email your cover letter and resume in one file to hr@nbseminary.ca quoting **position number 24** in the subject line, on or before April 30, 2023. Your application will be handled with utmost discretion and confidentiality.

All applicants will receive an automated email response confirming receipt of their application submission. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

Please note that Northwest conducts criminal background checks for all final stage candidates, and also requires all employees to sign agreement with its statement of faith, either with or without reservations. Since our purpose as a school is to develop leaders for the church, it is very important that Northwest employees are engaged with and connected to a local church. Please let us know in your cover letter which church you are affiliated with, and whether or not you have any reservations about signing our [statement of faith](#). If you do, please let us know what they are.

We sincerely thank all applicants for their interest in Northwest Seminary & College.