

## 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 almost 30 staff and faculty offer 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:** 30

**Posting Date:** Nov 24, 2023

**Application Deadline:** Dec 18, 2023

**Position Status:** Part-Time

**Hours/Week:** TBD

**Remote Work:** Available

Reporting to the Executive Vice President, the Bookkeeper is responsible for bookkeeping, payroll and assisting the CFO.

This position is ideal for a seasoned bookkeeper but may also be an opportunity for a keen and resourceful new graduate looking for their first role with career advancement opportunities.

## WHAT YOU'LL BE DOING

Your work life will include:

### 1. Bookkeeping

- Manage accounts payable – receive invoices and expenses, validate and issue payments.
- Ensure expenses are tracked and properly recorded in QuickBooks and other platforms as needed.
- Manage accounts receivable – prepare invoices and collect monies, track and record incoming deposits in QuickBooks (and other Northwest applications as needed) including donations, grants, endowments, student tuition and fees, etc.
- Manage bank deposits, transfers, reconciliations, etc.
- Manage, track, and record financial aid and recipients, and arrange all related correspondence.
- Record, track and receipt all donations and related correspondence.
- Assist with annual financial audit including gathering documentation and communicating with auditors, CFO and committee members.
- Work with CFO to ensure all tax forms are completed and filed on time. Issue all appropriate tax slips for employees and students.

### 2. Payroll

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

## COMPENSATION

The salary range is \$25 - \$30/hour. Salary will reflect level of experience.

## BENEFITS & PERKS

As an employee of Northwest, you may be eligible for the following benefits:

- 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 and are kind, caring and compassionate. You have the following:

### REQUIRED SKILLS

Skills	Proficiency Level
Administrative support skills	Intermediate
Microsoft Excel	Intermediate
Microsoft Word	Basic
Bookkeeping	Intermediate
Payroll	Intermediate
Command of the English language, written and verbal communication skills	Intermediate
Comfortable with computers and adopting technology best practices	Intermediate

### POSITION SUCCESS TRAITS

In addition to the Success Traits listed below, the incumbent must have a love for God, be a committed follower of Jesus, be kind, caring, and compassionate and be committed to Northwest's mission, community standards, and values.

- ◆ 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

### EDUCATION/TRAINING/EXPERIENCE

Education/Training/Experience	Required	Preferred
2 years' experience in at least one of the following: <ul style="list-style-type: none"> <li>• Clerical bookkeeping role</li> <li>• Payroll processing role</li> </ul>	x	
Formal training in accounting basics	x	
Formal payroll training	x	
Experience with Quickbooks (preferably online version)		x
Post-secondary education in accounting		x

## 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](mailto:hr@nbseminary.ca) quoting **position number 30** in the subject line, on or before **December 18, 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.

Note that Northwest conducts criminal background checks for all final stage candidates.

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