


## Bookkeeper

Campus of Trinity Western University, Langley, BC



Training people  
who lead like Jesus

### 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 apprenticeship-style programs are holistic, integrating mentored learning and demonstration on the job of knowledge, skill, and character competencies critical to success in ministry.

Located in beautiful Langley, British Columbia on the campus of Trinity Western University, Northwest's modern offices are surrounded by other campus facilities, trees, streams and pathways. Many of Northwest's students are completing degrees from coast-to-coast in Canada, as well as in 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 25 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 at more about us at [nbseminary.ca](http://nbseminary.ca).

### The Opportunity

**Posting Number:** 30

**Posting Date:** Jan 16, 2025

**Application Deadline:** Feb 7, 2025

**Position Status:** Part-Time

**Hours/Week:** 12-15 Hrs/week

**Remote Work:** Some

Reporting to the Chief Financial Officer, the Bookkeeper is responsible for bookkeeping and payroll.

This position is ideal for a seasoned bookkeeper but may also be an opportunity for a keen and resourceful individual with good attention to detail and an aptitude for financial record keeping. This is an in-office role to start, with some flexibility to work up to half-time from home once fully established in the role.

## 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 Online and other platforms as needed.
- Manage accounts receivable – prepare invoices and collect monies, track and record incoming deposits including donations, grants, endowments, student tuition and fees.
- Do banking – bank deposits, transfers, reconciliations, etc.
- Record and track financial aid transactions.
- Record, track and receipt donations.
- Assist with annual financial audit including gathering documentation and communicating with auditors and CFO.
- 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

- Process payroll
- Pay stipends for part-time assignments.
- Issue payroll related documents as needed.

## COMPENSATION

The hourly rate range is \$25 - \$30/hour. Remuneration will reflect level of experience.

## BENEFITS & PERKS

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

- Up to 5 health days/year
- Christmas holiday shut down
- Discounted Northwest courses, workshops, seminars
- Trinity Campus Benefits:
  - Library access
  - Gym access
  - Free parking

## About You

You are a committed follower of Jesus with an aptitude for budgets and record keeping, and excellent attention to detail. You like the idea of being part of a team that is passionate about its mission. You are comfortable working with online systems, can focus well on the task at hand, and enjoy a good laugh with co-workers.

## REQUIRED SKILLS

| Skills   | Proficiency Level |
|--|-------------------|
| QuickBooks   | Basic             |
| Microsoft Excel  | Basic             |
| 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, and support Northwest’s mission, community standards, and values.

- ◆ Service orientation
- ◆ Ability to plan, organize and manage time well
- ◆ Committed to quality, accuracy and attention to detail
- ◆ Positive and proactive approach to problem solving
- ◆ Able to communicate clearly and effectively with team members and service providers
- ◆ Quick learner, good at adapting procedure where change is needed

## EDUCATION/TRAINING/EXPERIENCE

Preference will be given to candidates with the following experience; however, some training could be provided for the right person.

| Education/Training/Experience  | Required | Preferred |
|--|----------|-----------|
| 1-2 years’ experience in at least one of the following: <ul style="list-style-type: none"> <li>• Clerical bookkeeping</li> <li>• Payroll processing</li> </ul> | x        |           |
| Experience with QuickBooks Online  | x        |           |
| Formal training in accounting basics   |          | x         |
| Payroll experience   |          | 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 **February 7, 2025**. 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.