



St. Thomas More Collegiate

LEARN. LEAD. SERVE.

One-Year Contract – Accounts Assistant

Start Date – May 1, 2024 (negotiable – subject to successful candidate's start date availability)

St. Thomas More Collegiate ("STMC"), a progressive co-ed Blessed Edmund Rice Christian Brother Catholic Independent high school in Burnaby, B.C., is seeking an Accounts Assistant for a one-year contract to join our Business Office.

Role & Responsibilities

- Maintains confidentiality of all financial and personal private data;
- Supports duties related to accounts payable and accounts receivable functions including preparation of bank deposits;
- Matches receipts and invoices to statements, codes transactions, calculates GST rebates and prepares associated journal entries. Monthly reconciliation of bank accounts and credit card statements;
- Interpret and apply accounting policies, rules, and regulations to all work to ensure compliance with applicable standards;
- Assists with preparation of financial reports and summaries as per Work Plan as directed by Director of Business Operations.
- Monitors expense claim reimbursement accounts;
- Assists with cheque requisitions including verifying and posting invoices as per Approval Authorities Policy;
- Assists with data management systems including folder creation, document scanning, and data entry; maintaining an orderly accounting filing system, including organized system to file receipts, invoices, statements;
- Monitors third-party contractor payments including verifying invoices and entering data;
- Activates, deactivates and archives files, assists with offsite storage and file destruction requirements;
- Provides general business line administrative assistance including standardizing documentation, distributing mail. Maintain and update the documentation of processes;
- Assist with the registration and re-registration process including deposits, tuition fees & incidental payments;
- Assist with the Scholarship awards and disbursements including accuracy of required documents;
- Assist with the Company budgets as directed by Director of Business Operations;
- Assist with the Payroll, which includes processing payroll and ensuring government remittances with, given deadlines;
- Maintain Petty Cash Fund.
- Assist in the issuance of the "Charitable Portion of Tuition fees" tax receipts for STMC Ltd. and official donation receipts as it relates to the STMC Foundation;
- May include assisting with accounting and administration duties for the STMC Foundation;
- Provide clerical and administrative support to the President, Principal, Vice Principals, and Director of Business Operations as needed.



St. Thomas More Collegiate

LEARN. LEAD. SERVE.

Competencies

Discretion and confidentiality

- Respects the confidentiality of information, spoken and written in confidence and refrains from sharing with others except on a need to know basis and with permission from the President, Principal, Vice-Principals, and Director of Business Operations;
- Demonstrates skills of discretion and judgement when carrying out duties.

Communication

- Conveys information, both verbally and written, with confidence, consistency, effectiveness, clarity and in a timely manner, using active listening techniques to effectively understand and increase understanding.
- Openness and readiness to ask questions.

Knowledge/Technical

- Ability to demonstrate proficiency in technical and administrative knowledge to achieve a high level of performance;
- Keeps informed about current and future trends in relevant areas.

Adaptability/Flexibility

- Ability to adapt and respond to the changing environment and to constructively create opportunities for change through active participation;
- Embraces change and demonstrates a willingness to learn new skills and processes.

Detailed and organized

- Responsive in a fast-paced environment; follows detailed procedures and ensures accuracy in documentation and data; concentrates on routine work details; organizes and maintains a system of records; documentation of processes and data;
- Ability to manage and prioritize multiple projects and determine project urgency in a practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks effectively.

Reporting:

Reports directly to the Director of Business Operations

Salary Range: \$55,000 - \$62,000

Questions relating to the specific position can be sent directly to STMC's Director of Business Operations, Susan Silveira via susan.silveira@stmc.bc.ca



St. Thomas More Collegiate

LEARN. LEAD. SERVE.

*****Only those selected for interviews will be contacted*****

Please send your resume and cover letter to by April 15, 2024

Susan Silveira, Director of Business Operations
St. Thomas More Collegiate
7450 12th Avenue, Burnaby, British Columbia, Canada V3N 2K1
Phone: 604-521-1801 x 2112
Fax: 604 520 0725
Email: susan.silveira@stmc.bc.ca

Notes:

The position of St. Thomas More Collegiate is to hire, when available, qualified Catholic applicants who in addition to carrying out their professional responsibilities will exhibit conduct consistent with Catholic denominational standards and model espoused by Blessed Edmund Rice in their professional and personal life.