



ST. JOHN'S ACADEMY

SHAWNIGAN LAKE

Bookkeeper Job Post

1.27.2026

JOB DESCRIPTION

We are currently seeking an experienced individual to join our Finance department. The successful candidate will be a keenly motivated person with attention to detail, the ability to multitask and meet financial deadlines, and a positive attitude towards working as a team.

Located in southern Vancouver Island, our 29-acre boarding school campus is surrounded by fresh air and natural beauty. St. John's Academy Shawnigan Lake, situated on a pristine location between the shores of Shawnigan Lake and the base of Mt. Baldy, provides an innovative approach to learning for both day and boarding students.

POSITION DESCRIPTION

Title: Bookkeeper

Reports to: Head of School and Assistant CFO

Remuneration: \$45,000.00 - \$50,000.00 annual salary, lunch provided when on shift, RRSP contributions, Extended Medical & Dental package

Summary: The Bookkeeper is responsible for managing the school's financial operations with a primary focus on accounting. This role involves maintaining accurate financial records, preparing reports, and ensuring compliance with financial regulations. The ideal candidate will possess strong accounting skills, exceptional attention to detail, and the ability to work effectively in a multicultural environment. Multilingual skills are highly valued for this position.

JOB DUTIES:

Financial Record Keeping & Reporting:

- Maintain accurate financial records in Sage for all associated entities.
- Prepare year-end financial statements, working papers, and reconciliations, ensuring compliance with reporting requirements.
- File annual reports for all entities and respond to fiscal year-end inquiries.

- Prepare and file quarterly and annual Employer Health Tax (EHT) and submit payments.

Budgeting & Financial Planning:

- Develop the annual operating and capital budget in collaboration with the Head of School.
- Track budget-to-actual expenditures and provide subject area reports to guide purchasing decisions.
- Prepare monthly budget tracking and financial updates.

Accounts Payable & Vendor Management:

- Oversee and process accounts payable, ensuring correct allocations and timely payments via cheque, credit card, wire transfer, or auto deposit.
- Respond to vendor inquiries regarding invoices and payments.

Tuition & Student Accounts:

- Create and maintain Statements of Fees for all students, accounting for tuition structures, including founding fees, scholarships, sibling/staff discounts, and bus fees.
- Track payments for new student applications and re-registrations, including deposits and fees.
- Set up and manage academic payment plans (e.g., PAD, cheques, lump sum, partial payments).
- Address family inquiries regarding tuition payments and financial matters.
- Maintain and follow up on accounts receivable for tuition, uniforms, and other fees, including NSF payments.
- Process monthly Pre-Authorized Debits (PAD) and post receipts in Sage.
- Handle various payment methods, including Square, Stripe, Flywire, e-transfer, and ensure proper reconciliation.
- Perform bank deposits for tuition and other received payments.

Cash Flow & Treasury Management:

- Monitor and manage cash flow, including inter-bank transfers and Visa account funding.
- Maintain petty cash and oversee cash forecasting.

International Student Financial Processing:

- Track and verify international student wire transfers for tuition payments based on offer letters.
- Issue receipts for application fees and tuition payments for the Vancouver campus.
- Process commission payments for international student recruitment agents.
- Maintain incidental accounts for international students and liaise with Dorm Coordinators regarding overdrawn amounts.

Tax & Compliance:

- Track and file GST/PST returns.
- File quarterly and annual WorkSafe reports and process payments.

Payroll & Employee Expense Management:

- Process employee expense reimbursements via e-transfer or cheque, ensuring proper approval before payment.

Rental & External Billing:

- Issue and track rental invoices and ensure collection of fees.
- Process Nominal Roll reports and invoices for First Nations students.
- Prepare and submit credit applications as needed.

EDUCATION, EXPERIENCE AND SKILLS

This role requires a high degree of financial accuracy, organization, and strong communication skills, particularly in managing multi-entity financial operations and international transactions.

- Diploma or bachelor's degree in Accounting, Finance, or a related field.
- Minimum of 2 years of experience in accounting or financial management, preferably in an educational or non-profit setting.
- Proficiency in Google and Microsoft Office Suite, especially Excel.
- Proficiency and experience with Sage
- Proficiency and experience with other software such as Payworks
- Strong analytical and problem-solving skills.
- Exceptional attention to detail and organizational abilities.
- Multilingual skills (spoken and written) are a significant asset, given the diverse school community.
- Excellent communication skills with the ability to explain financial concepts to non-financial stakeholders.

Applicants will need to provide:

- One page maximum cover letter
- CV / resume
- Two (2) references
- Submit application package to hr@sjasl.ca, or drop off in person, attention to Head of School.

Application deadline: February 28th, 2026. *We reserve the right to close early if we find the right candidate.

Expected start date: As soon as possible

Job Type: Full-time, Permanent

At St. John's Academy Shawnigan Lake, we're passionate about creating an inclusive workplace that promotes and values diversity. Creating an environment where everyone, from any background, can do their best work is something we take pride in.