



# St. John's Academy

## *Shawnigan Lake Campus*

### **Finance Assistant/HR Coordinator**

**At St. John's Academy Shawnigan Lake**, every employee is an active learner committed to personal improvement through meaningful collaboration with professional learning communities. Explicitly for the purpose of supporting holistic student development as described in SJA's mission and values.

St. John's Academy Shawnigan Lake, a secular school located on acres of pristine forest by the lake and at the base of Mount Baldy, provides an innovative approach to education for day students and boarding students. This ideal location provides opportunities for outdoor learning and activities that complement both the Academic and Boarding programs. As well, social-emotional learning is part of our Positive Discipline approach to teaching self-awareness, resiliency, and responsibility.

We are authorized for the IB's Middle Years Program (MYP) and have embraced the IB's teaching philosophy and mission.

The Finance Assistant/HR Coordinator is a combined role responsible for assisting the Finance Manager with certain tasks throughout the day. This job requires great multitasking and problem solving skills. The hours of this position are from 8:30am-5:00pm, Monday to Friday, allowing for a half hour unpaid lunch break.

This is a combined role between HR and Finance so there is flexibility to customize the job based on the applicant.

### **POSITION DESCRIPTION**

**Title:** Finance Assistant/HR Coordinator

**Start date:** August 8<sup>th</sup> 2022

**Reports to:** Finance Manager

**Collaborates with:** Faculty, Student Services, Admissions, Administration, Boarding, Facilities

**Remuneration:** Wage to start between \$45,000 and \$55,000 based on experience.

**QUALIFICATIONS, EXPERIENCE AND SKILLS:**

- Bookkeeping/Accounting training and experience
- Customer service skills
- Strong multitasking skills
- Excellent interpersonal, written and oral communication skills
- Adept with technology and software applications such as Microsoft Office
- Ability to establish priorities, organize, schedule and solve problems and tasks.
- Ability to deal with people, and in particular, adolescents, sensitively, empathetically, tactfully, consistently and professionally at all times
- SAGE knowledge is an asset
- Understanding of Payroll preparation
- Previous HR experience is an asset, including and understanding of BC Employment Standards
- First Aid is an asset
- All new employees are to clear a Criminal Record Review.

**RESPONSIBILITIES AND EXPECTATIONS:**

- Create a welcoming environment for all employees
- Maintain employee records and update as needed
- Ensure employee compliance with all company policies and procedures
- Prepare contracts for new staff and update existing contracts as needed
- Assist with the hiring process/management of job postings/review of job applicants
- Payroll preparation
- Accounts Payable
- Preparing monthly VISA reconciliation
- Ordering office supplies, teacher's orders, uniforms, other staff requests
- Scheduling uniform fittings, recording of uniform purchases, entering into SAGE software and invoicing. Keep uniform room tidy.
- Prepare bank deposits
- Assist with re-registration collection of fees and reconciliation of payments
- Assist the Finance Manager with any other tasks as needed
- Assisting the office staff with daily tasks/back up receptionist

**BENEFITS:**

- Extended health care
- Vision and Dental care
- Life insurance

**HOW TO APPLY****Applicants are to provide:**

- One-page maximum cover letter
- CV / resume
- Three (3) references
- Verification of qualifications (post-secondary degree and/or other relevant qualifications)

Send application package by email

**Job posted:** July 13th, 2022

**Closing date:** July 29th, 2022

**Job Type:** Full-time, Permanent, 8:30-5:00 Monday to Friday

Applicants are encouraged to apply early, as the school reserves the right to appoint before the closing date. We thank all applicants for their time and will only contact selected candidates.