



**Invites Applications for an
Accountant/Financial Officer
FULL-TIME (35 HRS/WK and OUT OF SCOPE)**

Grande Prairie and District Catholic Schools is a growing District, driven in large part by the growth in the Grande Prairie region. Within the District there are four rural schools, nine urban schools, and a new urban high school set to open in 2018.

The Accountant is responsible for providing administrative and financial accounting support to the District. The Accountant will report to the Secretary Treasurer and is responsible to the Superintendent. Duties are similar to an Assistant Controller. Specific responsibilities include, but are not limited to:

- Assisting with the preparation of monthly and annual financial reports
- Assisting with the preparation of the District budget
- Oversee accounts payable accounts receivable functions
- Preparing monthly reconciliations of balance sheet accounts
- Maintaining the District's fixed asset register and ongoing tracking of deferred revenues
- Processing of expense claims
- Preparing journal entries and transfers

Qualifications:

- The ideal candidate that holds or is working towards a professional accounting designation (CPA, CGA, CMA, CA) would be considered an asset
- 3-5 years professional accounting experience and holds a bachelor's degree in Accounting
- Proficiency in accounting, Microsoft Office and electronic file management systems
- Ability to organize and prioritize work load
- Excellent interpersonal and communication skills
- Ability to perform duties with professionalism and confidentiality
- Ability to work both independently and as a team
- Committed to the goals of Catholic education

As a condition of employment, the successful candidate will be required to provide a current Police Information Check.

Grande Prairie and District Catholic Schools offers a competitive salary, an excellent benefits package and flexible work schedule.

Interested applicants can submit resumes and supported documentation to:

Karl Germann, Superintendent of Schools
9902 - 101 Street
GRANDE PRAIRIE, Alberta T8V 2P4
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