

## **BOOKKEEPING/ADMISSIONS ADMINISTRATOR**

St John Choir Schola (SJCS) offers a 4-day per week academic and choral program. SJCS seeks a dedicated individual who is passionate about serving this faith-filled community. Reporting to the Executive Director (ED), the administrator supports the ED, other staff, and key stakeholders to ensure the schola runs efficiently and smoothly.

In general, the administrator's typical duties are more clerical in nature including bookkeeping, record management, and some frontline communications with parents, tutors and students. More specifically, some of the job responsibilities include the following:

### **Financial Tasks:**

- Processing payroll
- Recording transactions such as income and expenses, and posting them to various accounts
- Processing payments
- Conducting banking activities
- Producing various financial reports for monitoring and reporting to the board
- Reconciling reports to third-party records such as bank statements
- Preparing Trial Balance for accountant
- Managing family account inquiries
- Managing uniform sales and maintaining inventory
- Preparing invoicing
- Preparing receipts, including charitable receipts

### **Admissions Tasks:**

- Managing program inquiries and follow up
- Conducting family tours
- Processing new registrations and re-enrollments

### **General Administrative Tasks:**

- Acting as the first point contact for general and day-to-day inquiries from students, parents and community members; and provide support as required
- Coordinating the student information system including duties such as inputting data, verifying information and reports and correcting as needed and providing reports as requested
- Preparing, maintaining and filing a variety of student records, lists and reports

- Designing, composing and typing materials and documents, as required, and editing and formatting documents as requested
- Assisting with the arrangements for special events i.e. guest speakers, poetry slam, concerts, and liturgies
- Providing student supervision in the absence of a tutor or Executive Director
- Providing assistance to students in the case of injury or illness and performing assigned duties during fire drills and other crisis situations
- Providing day-to-day administrative support to the Executive Director as well as tutoring staff

**Skills required:**

- Ability to work effectively as a member of the administrative team
- Superb organizational skills
- Professionalism, tact, courtesy and diplomacy skills
- Integrity and Transparency
- Excellent communication skills
- Problem-solving skills
- Proficiency with technology and web-based platforms
- Effective time management skills
- Attention to detail to submit work or send communications without error
- Adaptability and flexibility to adjust priorities for whatever task is most important at any given time
- Ability to handle sensitive information with discretion and strict confidentiality
- Previous bookkeeping experience, especially with Quickbooks

**Education:**

Grade 12 or equivalent, and preferably, one (1) year post-secondary Office Administration Certificate including courses in basic accounting, records management and computer skills.

**Hours required:**

Part-time 7 hours per day (9am-4pm) 4 days per week (Tues-Fri) x 36 weeks per year (two weeks prior to one week post academic year with exam weeks, Christmas and Holy Week/Easter breaks off) on-site at the schola.

**Compensation:**

\$24/hr