

## Sacred Heart School - Bookkeeper Job Posting

Sacred Heart School is seeking a dedicated and detail-oriented individual to join our team as a part-time Bookkeeper. This position supports the financial operations of the school and works closely with the existing Bookkeeper, Principal, CISPG Finance Department, School Council, and parish community.

This role is ideal for someone who values organization, confidentiality, professionalism, and working within a faith-based educational environment.

### Preferred Qualifications

- Bookkeeping diploma or five plus years of related experience
- Experience with Sage Accounting Software and Microsoft Office (particularly Excel and Teams)
- Strong communication skills, both written and verbal
- Excellent organizational and time management abilities
- Ability to manage multiple priorities efficiently and independently
- High level of professionalism, discretion, and confidentiality
- Familiarity with Catholic schools or non-profit organizations is considered an asset
- Familiarity with Ministry of Education and Childcare funding programs.

### Sampling of Duties

- Process accounts payable and receivable and manage financial tasks associated with our Afterschool Care opening in the fall.
- Manage school deposits and banking
- Process payroll information and staff documentation
- Maintain accurate financial records and filing systems
- Prepare monthly financial reports and supporting documentation
- Support budget preparation and financial planning processes
- Assist with fundraising and School Council financial tracking
- Work collaboratively with the CISPG Finance Department
- Communicate professionally with staff, families, and community members
- Attend meetings and complete other bookkeeping duties as assigned by the Principal

### Position Details

**Start Date:** August 2026

**Hours:** 10 hours per week with flexibility during busier times of the school year.

### What We Offer

- A welcoming and faith-filled school community
- Supportive and collaborative staff environment
- Flexible scheduling within the school week
- Opportunity to contribute meaningfully to Catholic education

### How to Apply

Interested applicants are invited to submit a resume and cover letter outlining their qualifications and experience.

Please send applications to:

**Kyra Sienaert, Principal**

[ksienaert@cispg.ca](mailto:ksienaert@cispg.ca)

or

Sacred Heart School  
785 Patricia Boulevard  
Prince George, BC  
V2L 3V5

Applications will be accepted until the position is filled.

*Only shortlisted candidates will be contacted for interviews.*