



The King's School

Employment Opportunity

Bookkeeper Term: 15-20 hours per week

Application Deadline: Until Filled

The King's School is seeking an experienced bookkeeper to work 15-20 hours per week. The Bookkeeper is responsible for accurately maintaining financial records, including accounts payable, accounts receivable, and payroll using accounting software and ensuring compliance with regulations.

Experience in an educational or non-profit setting is beneficial.
Experience with SAGE and Payworks is preferred but not required

Applicant must:

- Have bookkeeping and payroll experience
- Be able to sign The King's School Statement of Faith and Code of Conduct with integrity
- Be actively involved in a local church with similar beliefs to those of the School
- Be able to provide a pastoral reference upon request

We are pleased to accept all applications, however, only those selected for an interview will be contacted.

Applications must include: Cover letter, Resume, and Personal Faith Testimony
Please submit applications to Leonard Ferguson, Principal at:

lferguson@thekingsschool.ca