



### **Accounting and Data Coordinator**

*The mission of Columbia Bible College is to equip people for a life of discipleship, ministry, and leadership in service to the church and community.*

Department:	Business Office
Faculty/Staff/Management:	Staff, non-management
Load/Term:	0.6 FTE (24 hours - 4 to 5 days per week with flexibility for less hours in summer months, May to August)
Compensation:	\$21 to \$24 per hour

#### **Job Purpose**

The Accounting and Data Coordinator assists with key day-to-day accounting and donor data tasks.

#### **Duties and Responsibilities**

##### **A. Accounting**

- Full cycle processing of all incoming cash flows including creating invoices for non-student account activities, and collecting and recording payments
- Monitoring, creating and processing deposits on a regular basis
- Ensure accurate coding and posting to accounting software is completed timely
- Responding to accounts receivable enquiries
- Assist in the development of internal controls and A/R policy development
- Complete month-end and year end tasks and reporting as required

##### **B. Donor Data**

- Tracking donations and donors in Donor Management software, including coding to appropriate funds

##### **C. Bookstore**

- Order textbooks in cooperation with Academics department and Faculty members
- Track sales and inventory for textbooks
- Processing bookstore cash reconciliations

##### **D. General**

- Provide occasional coverage of reception desk
- General administrative tasks
- Other duties as assigned by the Accounting Supervisor

## Schedule “A”

### Qualifications & Expectations

#### A. Education & Experience

- Accounting certificate/diploma or equivalent
- 1 to 2 years of experience working in accounting or finance or data administration, in a non-profit setting is ideal

#### B. Skills and Abilities

- Self-motivated and able to take initiative in problem solving
- Aptitude for accounting and data management
- Strong interpersonal skills; a service orientation toward students, clients and colleagues.
- Ability to communicate well through written and oral communication
- Proficiency in all aspects of the Microsoft Office suite, Excel, Word, Outlook, Teams
- Excellent data skills working with online databases, work processing, spreadsheets and accounting software
- Familiarity with student information systems (or other ERP systems) and an understanding of the provincial and federal student loan programs is an asset
- Demonstrated organizational and administrative skills
- Demonstrated time-management skills; ability to complete projects and meet deadlines

#### C. Role Expectations

It is expected that the Accounting and Data Coordinator will:

- Affirm agreement with and commitment to the CBC Mission Statement, BCMB or MCBC Confession of Faith, the Responsibilities of Community Membership Statement, and the ABHE Tenets of Faith.
- Affirm Columbia’s core values and strive to pursue Columbia’s Staff and Faculty Attributes.
- Maintain membership and/or participation in a local Christian church.

### Working Conditions

A typical interior office environment.

This role is generally required to work Labour Day weekend (Sunday and/or Monday) with possible extra hours required during the first week of each school semester.

### Physical Requirements

No excessive physical requirements specified

### Statement of Relationships

This position reports to the Accounting Supervisor and works with various departments.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_