

## **Bookkeeper / Administrator**

The Canadian College of Performing Arts is looking for an energetic, conscientious self-starter who enjoys working in a busy, multi-faceted role as part of the college administration. The successful candidate will have bookkeeping experience and must be comfortable working with computers and office equipment. This is a permanent part-time position supporting the Finance Manager and the Registrar. Knowledge of the not-for-profit and education sectors is an asset.

### **Qualifications:**

- Diploma or some post-secondary education in accounting or finance
- 2 – 3 years relevant experience
- At ease using computerized accounting software (Simply Accounting an asset)
- Proficient using Microsoft Office (Word and Excel)
- Experience using various data bases (Filemaker an asset) or ability to learn new software with instruction
- Ability to prioritize tasks and adhere to deadlines; accuracy in data processing; ability to work well in a team environment as well as independently
- Possess excellent interpersonal skills; have a helpful and friendly attitude; enjoy working in a dynamic fast-paced environment
- Experience processing payroll an asset

### **Compensation:**

- Remuneration commensurate with experience
- Position qualifies for the group health plan

We thank all candidates for their interest, however, only those selected for interview will be contacted.

Please contact with resume by August 6, 2010:

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