



## ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL

1335 Dominion Avenue

Port Coquitlam, BC V3B 8G7

Phone: 604-942-7465 Fax: 604-942-5289 [www.acrss.org](http://www.acrss.org)

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Archbishop Carney Regional Secondary School (ACRSS) is seeking applicants for the position of a full-time **Bookkeeper**. ACRSS is well-known for its spiritual development, outstanding academic and extra-curricular programs and dynamic staff. The successful candidate will become a collaborative member of this co-educational grade 8 to 12 secondary school community.

*The successful candidate will:*

- Be an active practising Catholic
- Have exceptional interpersonal and communication skills and the ability to build strong professional relationships
- Demonstrate the ability to effectively network with all stakeholder groups in the school community
- Demonstrate the ability to work independently, with initiative, confidentiality, and discretion
- Demonstrate excellent organizational and planning skills
- Have successfully completed secondary school and a minimum of 3-5 years experience in a computerized accounting environment or the equivalent training in the accounting field, with a supervisory component
- Demonstrate a superior knowledge of Simply Accounting, MS Office Suite, and familiarity with AccPac, BCeSIS, HELP Payroll and CISVA school policies and procedures would be an asset
- Demonstrate a commitment to continuous Professional Development

*Send resume and supporting documentation to:*

**ACRSS HR Committee**

**1335 Dominion Avenue**

**Port Coquitlam, BC V3B 8G7**

Or by email: [hrccommittee@acrss.org](mailto:hrccommittee@acrss.org)

**Deadline for application is: [Friday, February 10, 2012](#)**

ACRSS thanks all applicants in advance for their interest; however, only those selected for an interview will be contacted.