



About Us

OUR VISION

At St. Albert Alliance we are all about living together as apprentices of Jesus in the now-available Kingdom of God. We take seriously the practical experience of being an apprentice of Jesus and seek to be a community of people who live like Jesus, engaging in a lifestyle that reflects his day-to-day priorities.

OUR STAFF

As staff at St. Albert Alliance, our purpose is to equip people to live out their apprenticeship journey with Jesus as stated above. We believe that “how” we carry out our work is as important as the work itself. Our expectation would be that all team members make every effort to be clear, direct and respectful, while exhibiting a hospitable and gracious manner in all of our interactions with each other, our church family and all that we serve in St. Albert.

OUR PURPOSE

“What if an entire community of people sought to become wholehearted apprentices of Jesus? What if it was normal to take our lead from Jesus in every area of life, to engage in the kinds of practices he engaged in? At St. Albert Alliance, we believe Jesus is inviting us to find out...”

Jeremy Peters – Lead Pastor

Bookkeeper

Competition number: 2017-03

Closing date: until suitable candidate is found

Job type: Part Time – 15 hours per week

Department: Operations

The Opportunity

Reporting to the Director of Operations, the Bookkeeper manages the Accounts Payable function, asset management process and provides support and covers for all financial functions, as required.

To be successful in this role, the Bookkeeper must have attention to detail and well developed interpersonal and communication skills, and be able to manage time sensitive priorities in both people and system focused platforms. A willingness to collaborate and to take initiative in developing new systems would be an asset.

Job Requirements & Responsibilities:

- Accounts Payable process.
- Asset Management process.
- Provide support/coverage for other financial functions.
- Other duties, as required.

Qualifications:

- High School Diploma (bookkeeping or accounting courses would be an asset).
- Experience in an office environment.
- Five years of experience in accounts payable and other bookkeeping roles.
- High level of knowledge and practical application of computers and associated technology such as Microsoft Office 365, and accounting software.
- Strong understanding of people-focused service within a task-focused function.
- Previous experience with Planning Center Online, MaintenanceCare, Simply Accounting, and Aplos Accounting would be an asset.

Hours of Work

This position will work up to 15 hours per week, with occasional evenings and weekends.

How to Apply

Qualified applicants are invited to submit their cover letter and resume quoting the competition number to Gladys Lewis, Director of Operations via email to jobpostings@staalliance.org

This competition will be recruited to and interviewed for on an ongoing basis as qualified candidates apply.