



Position:	Summer Student Accounting Assistant
Reports to:	Controller
Position Group:	School Operations
Term:	Summer term: 8 weeks – June-August

Overview

Strathcona-Tweedsmuir School (STS) is a premier co-educational day school nestled in the Foothills of the Rocky Mountains just outside of the City of Calgary on a 220-acre campus. As an International Baccalaureate (IB) World School, STS offers all three IB Programmes from Kindergarten through to Grade 12.

In addition to the global perspective offered by the IB Diploma Programme, the School offers an extensive co-curricular program in a technology-rich environment. Students take advantage of the amazing natural setting including a small pond, forest, and extensive trail system to complement their academic learning.

STS combines the rich traditions from its 117 years of history with innovative and research-based instructional practices where students pursue lives of purpose, flourishing emotionally, physically, and intellectually.

STS is seeking a summer student for our Accounting Assistant position.

Detailed Job Description

We are seeking a highly organized and detail-oriented financial assistant to join our finance team. Knowledge of general accounting and bookkeeping practices, as well as a strong work ethic, are required. You will assist with the day-to-day tasks in our finance department and play an integral role in maintaining account information. This job is located at the school.

Core Areas of Responsibility

- Help with financial data entry and general bookkeeping.
- Help Human Resources Specialist with payroll duties and filing.
- Manage data, records, and reports by checking for errors and verifying accuracy of information.
- Prepare receipts, invoices, etc. for entry into database.
- Take direction from and report to the Controller.
- Independently prioritize daily tasks and responsibilities.
- Provide stellar customer service to our clients and be informed on all company policy and

A diverse community where students pursue lives of purpose, flourishing emotionally, physically, and intellectually.



practices (including data privacy).

- Assist with audits as necessary.
- Adhere to current accounting/finance laws and regulations.
- Work to company standards.

Requirements and Qualifications

- Minimum of high school diploma or GED equivalent required.
- Mathematical and accounting acuity.
- Professional demeanor and excellent customer service skills.
- Knowledgeable in basic accounting/bookkeeping practices and processes.
- Computer knowledge and experience using Microsoft Suite (mainly Excel) and other accounting and data input software (Financial Edge).
- Excellent communicator, both spoken and written.
- Strong organizational and time-management skills.
- Thrives working both independently (a self-starter) and collaboratively.
- Dependable, respectful and consistently works to uphold company ethics and standards.

Application Instructions

Applications must contain a cover letter, your resume, the names and contact information for three work-related references one of which must be a direct supervisor (your references will not be contacted without your prior consent). Please submit your application via email to careers@sts.ab.ca with the position noted in the subject line. Please do not send documents via OneDrive or other cloud-based services and please do not send letters of reference, evaluations, and/or transcripts unless asked to do so.

Applications will be reviewed as received and interested applicants are strongly encouraged to apply early as the position may be filled as soon as a qualified candidate is selected.

We thank all those who apply, but only those selected to participate in the next phase of our interview process will be contacted.

Strathcona-Tweedsmuir School provides a welcoming environment for all employees and encourages diversity among staff and students as part of our commitment to the Alberta Human Rights Act.