

Bookkeeper – Cornerstone Christian School (Abbotsford, BC)

Cornerstone Christian School is seeking a detail-oriented and trustworthy Bookkeeper to join our Finance Department. This role supports the daily financial operations of the school, ensuring accuracy, accountability, and excellence in all areas of bookkeeping.

About Cornerstone

Cornerstone Christian School is a vibrant K–9 Christian school and a ministry of LifeSpring Church located in Abbotsford, BC. We are committed to academic excellence and spiritual growth, helping students become disciples of Jesus who impact their world.

The Role

The Bookkeeper plays an essential role in managing the financial systems that support our mission. Working closely with the Finance Manager, Principal, and staff, this position ensures smooth financial operations while maintaining a welcoming and helpful presence for parents regarding tuition and payment inquiries.

Key Responsibilities

- Enter and reconcile transactions in QuickBooks Online
- Process invoices, reimbursements, and payments using Hubdoc
- Manage tuition payments and receivables through TUIO, and communicate with parents regarding billing, payment plans, and receipts
- Assist with payroll journal entries and staff expense reimbursements
- Support monthly and year-end financial reporting
- Maintain organized digital records and support the accountant as needed

Qualifications

- 2+ years of bookkeeping experience (non-profit or school experience an asset)
- Proficiency in QuickBooks Online and Microsoft Office
- Strong attention to detail and confidentiality
- Alignment with Christian values and the mission of Cornerstone Christian School
- Diploma or certificate in Accounting or Bookkeeping (Preferred)

Details

- Position Type: Part-time (20–25 hours per week, with potential to grow)
- Compensation: \$25–\$30 per hour, based on experience
- Start Date: December 2025 or January 2026

To Apply

Please send your resume and a brief cover letter to finance@cornerstoneschool.ca with the subject line “Bookkeeper Application – [Your Name]”.

Applications will be reviewed as they are received.