



Christ the King School

Invites applicants for a

Bookkeeper

From January to December 2022

Christ the King School is looking for an experienced bookkeeper to provide accounting and payroll services for the school from January to December 2022. The ideal candidate will have:

- experience processing payroll (familiarity with Ceridian payroll services would be an asset)
- proficiency in performing all accounting functions at a small organization
- knowledge of reporting and tax rules (for Manitoba independent schools would be beneficial)
- A demonstrated commitment to Catholic faith
- Effective interpersonal, communication and team skills

Compensation will be correspond to experience of the successful candidate. For more information please see the Job Description available at www.ctkschool.ca

Interested candidates please forward a resume, including two references to:

Mrs. Laura Carreiro, Principal
12 Lennox Avenue
Winnipeg, MB R2M 1A6
E-mail: lcarreiro@ctkschool.ca
Phone: (204) 257-0027 ext. 201

Child Abuse Registry Check and Criminal Record Check documents will be required prior to commencement of employment.

Position opened until filled.

Only those who are being considered will be contacted.