



Vanguard College
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www.vanguardcollege.com

Prepared by: Lisa Lindberg

Position: Business Office – Assistant to the Business Manager

We are looking for a highly motivated individual with strong communication skills capable of working independently as well as on a team. You will be primarily responsible for posting of payables and receivables. The person filling this role should be highly meticulous with respect to both data collection and data entry.

The Assistant to the Business Manager will report directly to the Business Manager and is responsible for the accomplishment of all goals identified by the department.

GOAL #1: To provide a financial framework that satisfies the 'generally accepted accounting principles' as defined by the Canadian Institute of Chartered Accountants.

GOAL #2: To provide financial support for the staff and faculty of the college by providing a positive experience for every staff / faculty member from the initial point of contact through to the completion of the transaction and by providing reimbursements of expense requests in a timely manner.

GOAL #3: To provide financial support for all Donors to the college by providing a positive experience for donor from the initial point of contact through to the completion of the transaction and by providing accurate donor tax receipts in a timely manner.

Qualifications:

- Evident love for Jesus Christ and a mature personal relationship with Him that is communicated in word and action
- Passion for Vanguard College and its mission
- A Diploma or Bachelor's Degree from an accredited institution
- Developed communication skills
- Strong computer skills including experience with Microsoft Office and a finance software package (preferably Simply Accounting.)
- Solid problem solving skills
- Strong organizational and administrative skills
- High standard of confidentiality and discernment
- Self-motivated and disciplined

This is a yearly renewable 0.4 PT contract position (15 hours per week).

Closing Date: June 14, 2008.

Please submit resume and covering letter to:

Lucian Chenard
Chief Operating Officer
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