

# VALUED & INSPIRED WORK HERE



LANGLEY  
CHRISTIAN  
SCHOOL



## FINANCE ASSISTANT

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### WORK WHERE YOUR VALUES AND CALLING MEET

At Langley Christian School, we believe that a thriving staff is the foundation of a thriving student body. We are a connected community of over 160 educators and professionals dedicated to professional excellence and a shared Christian mission. We are currently seeking a highly organized, tech-savvy, and relational professional to join our finance team.

### THE OPPORTUNITY

Are you a detail-oriented systems person who loves to help others? We are looking for a Bookkeeper & Administrative Specialist who wants to work in a well-resourced environment where their work is truly valued and inspired.

In this role, you aren't just managing numbers; you are a key point of connection for our families and staff. You will manage our full-cycle bookkeeping while serving as the go-to expert for our Blackbaud systems, ensuring our operations run smoothly so our mission can flourish.

### YOUR IMPACT

#### Financial Stewardship (Full-Cycle Bookkeeping)

- Maintain complete and accurate financial records.
- Manage accounts payable/receivable (AP/AR), process invoices, and handle bank deposits.
- Oversee payment systems including Blackbaud, Elavon, and RBC Express.
- Reconcile bank accounts and manage the monthly reconciliation of 23 corporate credit cards.
- Handle specialized billing for Daycare, Preschool, and Out of School Care, alongside quarterly WCB remittances.

### Systems & Support

- Serve as the school's internal expert for Blackbaud software, assisting with user management and system troubleshooting.
- Manage the start-of-year setup, ensuring tuition amounts and billing are accurate for our families.
- Act as the primary liaison for our bus company, managing enrollment and receivables.
- Issue yearly charitable donation receipts, ensuring our donors and families are well-supported.

### Community Connection

- Provide warm, friendly customer service to parents and staff regarding tuition, busing, and system issues.
- Navigate collection calls and emails with a posture of grace and professionalism.

### WHO YOU ARE

- Adaptable & Agile: You enjoy a fast-paced environment where you can juggle multiple tasks and switch gears easily.
- Tech-Savvy: You pick up new software quickly and enjoy optimizing systems (experience with Blackbaud is a significant asset).
- Detail-Oriented: You have a strong grasp of accounting principles and a "get it right the first time" approach to data.
- Relationally Driven: You understand that every tuition question is an opportunity to support a family. You are collaborative, patient, and professional.
- Mission-Aligned: You seek a workplace where your professional expertise supports a greater story of faith and educational leadership.

### WHY LCS?

- Join a community with incredible professional momentum and growth.
- Work in a supportive environment where staff well-being is a strategic priority.
- Competitive compensation (\$53,966 – \$65,596 annually) and a collaborative team culture.

### HOW TO APPLY?

Send the following to [careers@langleychristian.com](mailto:careers@langleychristian.com):

- Cover letter and resume
- Contact information for two professional references
- Contact information for one reference speaking to your faith and character

Find out more: <https://langleychristian.com/why-work-at-lcs/>

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.