

AURORA ACADEMIC CHARTER SCHOOL

Assistant Secretary-Treasurer - Temporary/Part-Time
Application Deadline: May 16, 2023

OPEN COMPETITION

(all qualified candidates are invited to apply)

Competition 20-002

Location Aurora Academic Charter School Center Office

Contract **Assistant Secretary Treasurer-Temporary/Part Time**

Start Date May 26, 2023

End Date August 31, 2023

Job Details

Aurora School is looking for a temporary part-time Assistant Secretary Treasure for its Center Office. This role will report to the Secretary Treasure and support accounting and finance fields, including AP/AR, credit card and payroll and other related duties assigned by the Secretary-Treasurer.

Working Schedule

Two days a week, 8:am to 4:00 pm on Tuesday and Friday.

General Qualifications

- Accounting and finance diploma or above education is an asset
- Minimum two years work experience in AP/AR, credit card statement reconciliation and payroll
- Strong attention to detail in the areas of record-keeping, filing, data management and security

Supporting Documentation Required

- Cover letter
- Resume
- Reference

Please email applications and supporting documents to:

Wen Liang, Secretary-Treasurer
wliang@auroraschool.ca

All completed applications received by the deadline will be considered. Only shortlisted candidates will be contacted.