



Accounts Payable Associate

[Shawnigan Lake School](#) is a leading independent co-educational boarding school for ages 12-18 (grades 8-12) on Canada's beautiful west coast. Our world-class facilities situated on a stunning 270-acre campus include ten boarding houses, a theatre, film lab, an observatory, salmon hatchery, rowing crew house on the lake, dance studio, state of the art Learning Commons and Library, recording studio, and robotics lab. Our diverse, inter-disciplinary and innovative programming helps shape the next generation of global leaders.

Shawnigan Lake School is committed to [safeguarding](#) and promoting the welfare of children and young people and expects all staff (and volunteers) to share this commitment. Candidates will be required to undergo child protection screening appropriate to the post, including checks with previous employers and a vulnerable sector criminal record check.

WHY JOIN THE SHAWNIGAN COMMUNITY?

Convenient Location: Enjoy an easy commute, whether you're coming from Langford (only 25 minutes away), where you can travel north against traffic, or from Nanaimo, where the southbound journey is just as convenient. For those in the Valley, local commuting options make reaching us a breeze.

Community Benefits: Be part of a vibrant family-friendly community that values employee wellness.

Competitive Compensation Package:

- ❖ A subsidized lunch program to enjoy delicious meals provided on-site
- ❖ Gym Access where you can take advantage of our top-notch gym and fitness facilities
- ❖ A focus on Wellness with access to subsidized staff led wellness activities, including yoga, pottery, spinning, squash, and more
- ❖ After completing your probation period, you'll enjoy medical, dental, and vision care benefits, along with employee RRSP contributions
- ❖ An annual salary of \$52,000 to \$60,000 per annum. Actual salary offered will be commensurate with education, experience and internal parity

This is a full-time position working from our campus at 1975 Renfrew Road, Shawnigan Lake.



JOB DESCRIPTION

The Accounts Payable Associate is responsible for the timely and accurate processing of vendor invoices, payments, and expense reports, playing a critical role in the financial operations of the School. This position works closely with the finance team to maintain efficient and organized financial records, ensuring compliance with school policies and external regulations. The Accounts Payable Associate is detail-oriented, organized, and able to manage multiple tasks in a busy school environment.

ROLES AND RESPONSIBILITIES

Invoice and Payment Processing

- Review and verify invoices for accuracy, proper authorization, and compliance with school guidelines
- Enter invoices into the accounting system and process payments through cheques, EFTs (Electronic Funds Transfers), and wire transfers
- Ensure payments are made on time, avoiding late fees and maintaining positive vendor relationships
- Prepare billing for charges to student accounts

Expense Report Management

- Process employee expense reports, ensuring compliance with school policies and relevant tax regulations in British Columbia
- Ensure all necessary documentation is attached and that approvals are obtained prior to reimbursement
- Resolve any discrepancies in expense submissions

Vendor Relations

- Maintain accurate vendor records, including updating GST/HST, WorkSafeBC information and managing vendor profiles in the system
- Communicate with vendors to address payment inquiries and resolve any discrepancies in a timely manner
- Reconcile vendor statements and follow up on any outstanding issues

Record Keeping and Month-End Close

- Maintain accurate and organized digital and physical files for all accounts payable documents in compliance with provincial regulations
- Assist with month-end closing, including preparing necessary reports and reconciling accounts payable
- Support the finance team during annual audit process by ensuring documentation is complete and accessible

Collaboration and Support

- Work closely with the Finance Department and budget-holders to streamline payment processes
- Cross-train with members of the Finance Department and provide occasional back-up to team positions as assigned
- Help with other finance-related tasks as assigned by the Controller



REQUIREMENTS

- **Education:** High school diploma required; post-secondary education in accounting or finance is preferred.
- **Experience:** At least 2 years of accounts payable or general accounting experience, ideally in an educational or non-profit environment.
- **Technical Skills:** Proficiency in accounting software with strong working knowledge of Microsoft Excel and/or Googlesheets.
- **Knowledge of Canadian Tax Regulations:** Familiarity with GST/HST and British Columbia-specific tax rules and financial regulations.
- **Attention to Detail:** Strong accuracy in processing payments and maintaining records.
- **Organizational Skills:** Ability to manage multiple tasks, prioritize effectively, and meet deadlines.
- **Communication Skills:** Excellent written and verbal communication skills, with the ability to interact professionally with staff and vendors.
- **Teamwork:** A collaborative approach to working within the finance team and across departments.

NEXT STEPS

To apply, please send a resume and cover letter specifically expressing your interest in working at Shawnigan to the attention of Heatherann MacIntosh, via email at recruitment@shawnigan.ca.

We ask you to please provide references at the shortlist stage of the recruitment process.

Shawnigan Lake School is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

Position closes when filled