



Gitksan West Secondary School Society
Located in Gitwangak First Nation, BC

Bookkeeper Job Posting

About Us

Gitksan West Secondary School is a brand-new, state-of-the-art high school serving the Gitwangak, Gitsegukla and Gitanyow First Nations. We provide a safe, inclusive, and culturally rich learning environment that blends academic excellence with Sim'algayax and Gitksan culture, and traditions. Our modern facilities include specialized classrooms for science, arts, and trades, a full commercial kitchen for nutrition programs and culinary studies, a gymnasium, and outdoor track and sports field. Students have opportunities for dual credit, work experience, leadership, and sports academies while staff benefit from a collaborative and innovative professional environment. Join us and make a direct impact on the education, well-being, and cultural development of our students.

Job Summary

The Bookkeeper* provides comprehensive accounting, payroll, and financial administrative support to the School Principal, who holds responsibility for the financial administration of the Gitksan West Secondary School Society. The Bookkeeper is responsible for payroll, accounts receivable, accounts payable, general accounting, banking, financial reporting, audit preparation, and special projects, ensuring compliance with school policies, funding agreements, and regulatory requirements.

Key Responsibilities

- Manage payroll, accounts payable, accounts receivable, and general accounting
- Prepare monthly, quarterly, and year-end financial reports
- Maintain financial records, bank reconciliations, and budgets
- Support audit preparation and funding compliance
- Administer employee payroll, benefits, and statutory remittances
- Assist with grant applications, financial reporting, and special projects.

Qualifications & Skills

- Business Management Diploma with specialization in Finance or Accounting
- Minimum 3 years of bookkeeping or finance experience
- Experience with Adagio accounting software, an asset
- Proficient knowledge of computer hardware and software applications
- Strong organizational, communication, and time-management skills
- Highly organized, detailed oriented and able to perform effectively under pressure
- Excellent interpersonal and communication skills
- Ability to work independently with a high degree of confidentiality
- Experience administering group health benefits, an asset
- Experience working with First Nations communities (asset)
- Clear Criminal Record Check with Vulnerable Sector Screening.

Working Conditions

- Start Date: May 4, 2026; Monday–Friday, 8:30 a.m.–4:30 p.m. (1-hour unpaid lunch)
- Occasional evening or weekend meetings
- Office-based role with regular computer use

GWSSS provides its employees with a competitive salary (up to \$30.00 per hour depending on qualifications & experience) and full group health benefits, including pension, life insurance, and dental coverage. For a complete job description, visit the website: www.gwsss.ca

How to Apply: Send Cover Letter, CV, copies of credentials, and references by **March 27, 2026 (4pm)** to:

Edith Loring-Kuhanga, B. Ed., M. Ed. Leadership & Governance Consultant

Email: consultant@gwsss.ca

*Preference will be given to qualified First Nations, Metis or Inuit candidates.