



**MENNONITE BRETHREN COLLEGIATE INSTITUTE**

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**MBCI Finance Position – Accounting Assistant - Part Time**

Mennonite Brethren Collegiate Institute (MBCI) has an opportunity for a qualified person to take on a role within our Finance Department. MBCI is a Christ-centered middle and secondary school, equipping students to learn, love, and engage with the world.

**Applicants for this position should:**

- Be committed to Christian Education rooted in Anabaptist teachings.
- Be committed to creating a culture that reflects the values of the school.
- Value collaboration with staff and demonstrate skills in the area of finance and accounting.
- Have excellent communication and organizational skills.
- Have excellent technical and technological skills

**Duties and Responsibilities:**

- Accounts Receivable: Send invoices, record payments, monitor balances
- Correspond with Families on Accounts
- Accounts Payable: Record bills, ensure timely payments
- Director and Principal Support
- Assist with Budget Preparation and Management
- Record Financial Aid
- Complete Month-End tasks and Prepare Monthly Financials
- Complete Quarterly GST and RST Returns
- Assist with Audit, FRAME Report, Charity Return, Tuition Receipting
- Other duties as assigned

**Qualifications:**

- A Christian person with active membership in a Christian church.
- Affirmation of the MB Confession of Faith.
- Minimum 1-year Accounting Certificate program or previous years of experience
- Experience with QuickBooks Online, Microsoft Excel and above processes

Start Date: July/August

**How to Apply**

Please forward the following documents via email to [jrogalsky@mbci.mb.ca](mailto:jrogalsky@mbci.mb.ca). Position will be filled as soon as a suitable applicant is found.

- Resume
- Statement of faith (one page)

With thanks to all those that apply, only those selected for an interview will be contacted