

Westmount Charter School

Accounts Receivable Specialist – Job Posting

Part-time, 0.50 FTE probationary position (starting Monday, October 7, 2024, or a date as mutually agreed)

Closing Deadline – Friday, October 4, 2024, at 4:00 p.m. MDT or until a successful candidate is hired.

Competition #20240923-01

INTERNAL/EXTERNAL POSTING

Westmount Charter School is presently recruiting for a part-time, 0.50 FTE Accounts Receivable Specialist in the central office. This is a probationary position commencing October 7, 2024, or a date as mutually agreed. Regular work hours for this assignment are from 8:00 a.m. to 4:00 p.m. with flexibility in working full or half days per week. The work is to be completed onsite. This position requires working school operational days plus additional days at the start and end of the school year. Please refer to the school's website at www.westmountcharter.com for detailed information on the duties and qualifications for this position.

An understanding of the education system in Alberta, in finance and experience in a school environment, is preferred. Experience with finance and accounts receivable duties is an asset. A clear and valid police information check, including a vulnerable sector check, is a condition of employment.

Suitably qualified candidates are asked to provide a cover letter, resume, and the names and contact information of two references to:

Westmount Charter School

728 – 32 Street NW

Calgary, Alberta

T2N 2V9

Attention: Maria Bernardin

Human Resources Director

Email: humanresources@westmountcharter.com

No telephone inquiries. We thank all applicants for their interest in Westmount Charter School however only those selected for an interview will be contacted.

Westmount Charter School provides a welcoming, caring, and safe learning and working environment that respects diversity, strives for equity among our students and staff, and creates an atmosphere of inclusion, generating and fostering a sense of belonging among our community members. All individuals within the school authority have the right to learn and work in settings that promote equity of opportunity, dignity, and respect regardless of race, age, ancestry, place of origin, colour, religious beliefs, gender, gender identity, gender expression, physical or mental disability, marital status, family status, socioeconomic status, and sexual orientation.

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