



CHILD DEVELOPMENT CENTRE

of Prince George and District

The Child Development Centre (CDC) is one of the largest and longest serving charitable child development agencies in British Columbia. We assist children with special needs and their developmental challenges through a variety of support services.

We are currently looking for a team-oriented, hardworking, and well-organized individual to join our team.

Financial Coordinator and Administrator

Reporting to the Executive Director, you will be responsible for payroll, accounts receivable and payable functions, as well as assisting with the human resources and administrative duties. Success in this role will require strong initiative and self-motivation, excellent analytical and organizational skills, in addition to a high degree of professional judgement.

The ideal candidate would have a Certificate or Diploma in Payroll, Accounting, Business Administration or a Degree in Finance/Commerce. A minimum of 3 years related experience with an emphasis on payroll, accounts payable and accounts receivable. An extensive knowledge of data entry with an intermediate skill level using Word and Excel, and experience with computerized accounting programs. Experience in working with website design/editing, graphics and desktop publishing programs would be considered an asset.

This full-time position offers an annual salary in the \$50,000 range and offers an excellent benefit package.

A valid Class 5 BC driver's license and RCMP Police Information check are required for this position.

Additional information about the Child Development Centre and a detailed job description can be found on our website. www.cdcpge.org/careers.shtml.

Please submit your resume and cover letter to careers@cdcpge.org by **February 12, 2018** to:

Child Development Centre of Prince George and District,
Attention: Darrell Roze, Executive Director
1687 Strathcona Avenue, Prince George, BC



CHILD DEVELOPMENT CENTRE JOB DESCRIPTION

FINANCIAL COORDINATOR AND ADMINISTRATOR

Under the supervision of the Executive Director, performs the following functions according to established procedures and standards.

FINANCE/ACCOUNTING:

- Verifying payroll time sheets.
- Tracking, calculating, and verifying staff benefit banks.
- Enrolling and removing staff from benefit plans.
- Meeting deadlines required for external payroll and other financial reporting.
- Maintaining payroll files.
- Checking and verifying suppliers' invoices and employee expense reports.
- Preparing cheque requisitions for approval and payment.
- Initiating payments of approved disbursements, including payroll runs, printing cheques, processing petty cash requests, etc.
- Coding and journalizing receipts, disbursements, and general journal entries.
- Preparing and completing bank deposits.
- Reconciling bank statements.
- Monitoring expenses, investigating and reporting on variances.
- Producing and verifying the accuracy of financial statements.
- Maintaining and filing financial records.
- Maintaining confidentiality in all activities at CDC and ensures compliance with privacy legislation.

HUMAN RESOURCE MANAGEMENT:

- Assisting the Executive Director in maintaining records of staff vacation, sick days and benefits.
- Acting on behalf of management this position will undertake the following:
 - Providing confidential information and reports to WorkSafe regarding staff injuries and claims.
 - Receiving and submitting confidential employee health information to the Enhanced Disability Management Program (EDMP)
 - Soliciting and receiving confidential information from the Health Employers' Association of BC (HEABC) to help resolve and avoid grievances, as well as to receive interpretations/clarifications on articles within the collective agreements.
- Assisting the Executive Director in developing strategies to resolve union issues.
- Applying the human resources policies, procedures and practices of the organization.
- Ensuring that personnel files for program staff are properly maintained and kept confidential.
- Assisting the Executive Director with the scheduling and coordination of volunteers.
- Assisting the Executive Director with the ongoing review, refinement and implementation of the performance management process for all program staff, including termination.
- Attending union/management meetings and preparing meeting minutes.
- Assisting the Executive Director in creating and implementing staff meeting agendas.
- Assisting the Executive Director in managing professional development training.
- Maintaining confidentiality and ensuring compliance with privacy legislation.
- Orienting new staff according to our orientation guidelines.

ADMINISTRATIVE SUPPORT:

- Providing administrative coverage during leaves and breaks such as lunch, coffee breaks, vacation, and sick leave. Answering calls, greeting and providing information to the public, composing correspondence, processing referrals, data entry, and assisting CDC staff with their administrative needs.
- Coordinating building management repairs.
- Other duties as assigned.

QUALIFICATIONS

Education/Experience:

A Certificate or Diploma in Payroll, Accounting or Business Administration, or a Degree in Finance / Commerce from a recognized College/University.

Minimum 3 years of related experience with an emphasis on payroll, accounts payable, and accounts receivable, and general office experience. Experience working with computerized accounting programs. Website design/editing, graphics and desktop publishing programs would be considered an asset.

Skills and Abilities:

- Minimum accurate typing speed of 45 words per minute.
- Intermediate skill level with Microsoft Word and Excel.
- Knowledge of web design, editing software and terminology.
- Demonstrated abilities with Adobe Illustrator and Corel Graphic Design Software.
- Proven verbal and written communications skills.
- Team-oriented, positive attitude and a willingness to learn.
- Ability to work well both independently and in a team environment.
- Demonstrated customer service skills.
- Effective communication and strong interpersonal skills.
- Excellent time management, organizational, and multitasking skills.
- Strong data entry skills.
- Ability to meet ongoing deadlines and targets.
- Ability to analyze processes, develop efficiencies and solutions.
- Mathematical ability, accuracy and attention to detail.
- Flexible and able to work under pressure, including overtime when required.
- Ability to maintain confidentiality.
- A Clear Criminal Record Check is required.
- A valid Class 5 BC Driver's License is required