

Child Development Centre of Prince George & District Association
JOB DESCRIPTION

JOB TITLE: Accounting Administrator

JOB SUMMARY: Reporting to the Executive Director, the Accounting Administrator is responsible for the centre's financial and payroll operations. This includes the management/supervision of the Accounting Coordinator and the Payroll Administrator.

QUALIFICATIONS: A high level of accounting expertise generally acquired through the following:

- A degree in commerce/business administration, majoring in accounting and/or a CPA designation (preferably)
- A minimum of four years accounting experience, including payroll, A/P, A/R, developing and monitoring budgets, performing reconciliations, generating financial reports, and other related activities

SKILLS & ABILITIES:

- Strong computer skills, including using spreadsheets and accounting programs. Proficiency with Adagio would be a definite asset.
- Well-developed interpersonal skills
- Well-organized with effective time management skills
- Hold a valid Class 5, BC Driver's license.
- Physical ability to carry out duties of the position (sitting and working on a computer for long periods of time. Ability to lift at least 15 pounds).

FUNCTIONS:

- Ensuring the appropriate systems, internal controls, and related policies and procedures/practices are in place for the effective, efficient, and appropriate facilitation of the centre's accounting and payroll needs.
- Developing and monitoring the centre's overall budget, with input from senior staff.
- Producing accurate, GAAP compliant monthly financial statements, and monitoring and investigating variances.
- Performing and/or overseeing regular financial reconciliations
- Ensuring financial journal entries are coded appropriately, and initiating general journal entries as necessary.
- Monitoring the centre's contract compliance, including preparing staffing forecasts and monitoring the hours of support we provide under contract with the province.
- Providing financial updates to the Board of Directors and the Executive Director as necessary and appropriate.
- Ensuring payroll and accounting deadlines are met (remittances, reporting, payments, etc.)

- Initializing online payments and bank transfers for approval
- Ensuring staff are enrolled and removed from benefit plans as appropriate.
- Preparing and completing bank deposits.
- Initiating and/or overseeing cheque runs for approval and payment.
- Ensuring that the centre's accounting and payroll records are maintained appropriately.
- Ensuring compliance with applicable privacy legislation in all related centre activities.
- other related duties as necessary or assigned.