

The Child Development Centre is looking for a team-oriented, hardworking, and well-organized individual to join our team as an:

**Accounting Administrator
Part Time (with additional project work, if desired)**

Working closely with the Executive Director, you will oversee the work of the Child Development Centre's Accounting Coordinator and Payroll Administrator. You will play a key management role within the Centre's operations, utilizing your expertise in accounting, administration, and leadership. There is some flexibility in the position's hours, with some weeks and some months requiring more time than others. The position will require 19 to 25 hours per week, with the opportunity to work additional hours to assist with other projects. Depending on the successful applicant's availability, the position could potentially expand to full time within 2 years.

Qualifications:

- A high level of accounting expertise generally acquired through the following:
 - a degree in commerce/business administration, majoring in accounting and/or, preferably, a CPA designation
 - 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
- 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

A valid class 5 BC driver's license, a clear RCMP Criminal Records check, and proof of COVID vaccination are also required.

Additional information can be found on our website: <https://cdcp.org/careers/>.

Please submit your resume and cover letter to careers@cdcp.org by **September 26, 2022**, to:

The Child Development Centre of Prince George and District, Attention: Darrell Roze, Executive Director, 1687 Strathcona Avenue, Prince George, BC, V2L 4E7

The Child Development Centre values diversity and inclusion. We encourage applications from individuals from underrepresented groups.

The Child Development Centre of Prince George and District (CDC) is one of the largest and longest serving child development charities in the province. Each year, we help approximately 1000 children with developmental challenges, including approximately one in six of the region's preschool children. We assist children with their social, emotional, physical, cognitive, and communication skills using a multidisciplinary, collaborative approach. This foundation prepares them for greater success when they enter school, and unlocks wider opportunities in the years beyond.



The Child Development Centre
of Prince George and District

Heart • Hope • A helping hand