

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

## Accounting Manager Part Time/Full time

Utilizing your expertise in accounting, administration, and leadership and working closely with the Executive Director, you will oversee the centre's financial operations, providing a key management role.

The position will require from 20 to 37.5 hours per week, depending on the responsibilities assumed by the successful applicant.

### Skills and Qualifications:

- A high level of accounting expertise. A CPA designation is preferred. A business degree with an accounting specialization or equivalent training will also be considered.
- A minimum of 5 years of progressively responsible accounting experience that includes developing and monitoring budgets, producing financial reports as well as a good understanding of A/P, A/R and payroll.
- Strong computer skills, including using spreadsheets and accounting programs. Proficiency with Adagio would be a definite asset.
- Excellent analytical skills, including data analysis, research and critical thinking
- Well-developed leadership, communication and interpersonal skills
- Well-organized with effective time management skills
- Fluency in written and spoken English
- A clear RCMP Criminal Records check and proof of COVID vaccination.

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

Please submit your resume and cover letter to [careers@cdcp.org](mailto:careers@cdcp.org) by **November 30, 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 is a registered charity that assists children with developmental challenges. Each year, we help approximately 1000 children, including approximately one in six of the region's preschool children. We help them with their social, emotional, physical, cognitive, and communication skills. 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