



Job Posting

A Child's World – Family Child Care Services of Niagara Finance Assistant –Temporary (September 2020 – unknown)

A Child's World is a not-for-profit Child Care organization. The successful candidate will work in conjunction with the Director of Finance. As a member of the Administration team the successful candidate will report to the Executive Director and Director of Finance.

Responsibilities:

- To work in conjunction with the Director of Finance
- To complete/ assist with payroll & benefits administration
- To oversee accounts payable and accounts receivable
- To complete/ assist with monthly reporting and reconciliations
- To maintain organized and accurate financial records and reporting
- To promote a positive image through all interactions
- To interact in ways that demonstrate respect, trust and cooperation
- To attend and participate in mandatory meetings
- To support the Administration team
- To maintain confidentiality
- Reliable transportation is required
- Ability to work flexible hours as necessary
- Is willing to participate in mandatory A Child's World community events
- To perform scheduled and essential cleaning and disinfecting tasks as mandated
- Perform any other duties related to the position as directed by the Executive Director and the Director of Finance

Qualifications:

- Diploma in Accounting or related field is an asset
- Knowledge of all applicable statutes (Ex. Payroll laws, Canada Revenue Agency Legislation and requirements, Employment Standards, Child Care and Early Years Act etc.)
- Ability to work independently as well as part of a team
- Strong computer skills and is proficient in the products offered in Microsoft Office Suite, primarily Excel
- Knowledge of Sage Accounting Software
- Possess accurate and efficient work practices along with clear communication skills
- Capability to work with groups of professionals in a collaborative environment
- Positive attitude and willingness to support the work of the organization as a whole
- Ability to accommodate competing demands
- Ability to lead, manage and achieve identified goals
- Strong interpersonal and critical thinking skills
- 2 years administrative and demonstrated accounting experience preferred in the not-for-profit sector
- Clear and up to date Criminal Reference Check with a Vulnerable Sector screening

Remuneration & Benefits:

- Salary: TBD (based on experience).
- Benefit plan: Co-pay with employer; and RRSP Contribution Plan.
- Personal, sick and vacation day allotments
- Up to 40 hrs / week
- Start Date: As soon as possible

A Child's World welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Interested applicants are invited to submit a resume and cover letter by 1:00 pm on **Thursday, August 27, 2020**

- Email: kim.cole@acw.on.ca
- Mail: A Child's World, 344 Avon Street, Welland, ON L3B 6E5 (Attention Kim Cole)

***Only those applicants being considered for an interview will be contacted.*