



## Kiwanis Hilton Children's Centre

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### **Career Opportunity**

#### **Financial Administrator / Facility Manager**

#### **Kiwanis Hilton Children's Centre /Alberni Valley Childcare Society**

**Application closing date: Friday June 23, 2017 at 12 noon**

**Start date:** July 17 – 28, 2017 orientation (part time), 32 hours/wk starting July 31, 2017

This key leadership position will provide the overall financial administration and oversight of two not for profit agencies dedicated to early childhood education and development; Alberni Valley Childcare Society and Kiwanis Hilton Children's Centre. In addition to financial leadership within the two organizations, this position entails full scope facility management of Kiwanis Hilton Children's Centre.

You are an innovator eager for the next step in your career and are an enthusiastic family centred person who is passionate about leadership, is interested in bringing ideas to the table, and understands the value of working for grass roots not for profit agencies with long standing community history. You are interested in connecting your business knowledge and experience to better our agencies and you are confident in your communication skills, accounting skills, and ability to manage the day to day operations of a busy child development centre.

#### **Reporting Relationships**

- Reports directly to the Board of Directors for the Alberni Valley Childcare Society and Kiwanis Hilton Children's Centre
- Works in collaboration with Program Administrator of the Alberni Valley Childcare Society

#### **Duties and Responsibilities**

1. Health, Safety and Facility: Respond and solve any health and safety issues associated in and around the facility property with slipping, tripping or other related concerns that are identified, waste management and seasonal concerns such as yard maintenance, snow removal, etc. Oversee and attend to other day to day facility needs including hiring and /or procurement and supervision of janitor. Management of Lease/Facility occupancy at the sites of Alberni Valley Childcare Society.
2. Provides efficient and effective administrative and financial oversight for two not for profit agencies, with attention to monitoring and staying within budget.

3. Full cycle accrual accounting following the accounting standards for not for profits for two agencies, including year-end preparation and adjusting entries, amortization schedules, receivables, payables and collections.
4. Oversight of all payroll functions.
5. Submits monthly invoices to funding bodies, and completes annual reports to the BC Societies Registry, CRA T3010 reporting, GST filing, T4 and T4A preparation and submission.
6. Prepares documents and submission for annual Gaming Grants, Gaming Account Reconciliation reports and other annual filings required
7. Attends monthly board meetings to provide financial reports, and information sharing to the Board(s).
8. Assists with the development, maintenance, and evaluation of an annual budget and provides regular updates to the Boards on the budget.
9. Supports the development and maintenance of policies, procedures, and reporting systems develop finance strategies, projections, and reporting
10. Prepares, monitors, and documents all financial transactions, including financial projections and statements, as well as financial records and reporting systems (e.g. budget units, funding requisitions, signing authority/approvals, invoicing, journal entries, monthly reconciliation, annual auditing documentation)
11. Provides human resource guidance and support in relation to BC Employment Standards Act.
12. Recruits and coordinates volunteer efforts in relation to maintenance of Hilton Centre facility. Coordinates and assists in the preparation, writing, submission and monitoring of service agreements, grant proposals, budgets, project reports, and adheres to all agency guidelines and policies, and external funding guidelines
13. Oversees the start to completion of special facility projects and initiatives.
14. Acts as the Privacy Officer, following appropriate provincial privacy legislation for both agencies.
15. Advise on technology and assist where possible.

### **Core Competencies**

- Job Knowledge
- Judgment
- Teamwork
- Planning & Organization
- Customer Service Excellence
- Communication & Interpersonal Skills.

### **Education, Experience and Requirements**

1. Post-secondary Diploma in Accounting or Business Administration, or a related finance discipline is required.
2. Five (5) years financial and operational administration experience, with a strong background in full cycle accounting.
3. Experience developing, implementing, and monitoring financial management/accounting systems.

4. Experience managing health, safety and day to day maintenance of a year round facility.
5. Cultural sensitivity training will be considered an asset.
6. A clear criminal record check

### **Required Knowledge, Skills, & Abilities**

1. Excellent interpersonal, communication, organizational, and time management skills with the ability to plan and prioritize tasks, and efficiently meet deadlines in a fast paced, multi-tasking environment
2. Excellent financial management skills with the demonstrated ability to analyze and interpret data, assess and resolve problems. Must be able to prioritize tasks and responsibilities, while displaying initiative, addressing operational issues, solving problems, and working independently
3. Knowledge of, and experience with, Aboriginal communities and Aboriginal-focused programming
4. Knowledge of, and experience with applying for and administering Gaming grant funds.
5. Have an awareness of policies, legislation and regulations as it pertains to childcare. Understand/experience working with government funding programs such as childcare subsidy and the Child Care Operating Funding Program.
6. Demonstrated financial administration experience with budget monitoring, management, and reporting functions
7. Advanced level of proficiency using Sage Accounting Software and knowledge of payroll production via EFT
8. Advanced level of proficiency with MS Office software including Word, PowerPoint and Excel. This will include fast, accurate word processing skills, and the ability to use efficient and cost-effective approaches to integrate technology into workplace processes
9. Excellent written communication skills, with thorough knowledge of business English, grammar and language, applied in an administrative context
10. Expertise in the development and maintenance of data management systems including adherence to privacy and freedom of information legislation and guidelines
11. Sound knowledge of work place safety and employment standards
12. Ability to work as a collaborative, productive team member, with demonstrated experience dealing with, and maintaining, a high degree of confidentiality, professionalism, and cultural awareness/sensitivity

### **Compensation and Start Date**

- The position is based on 32 hours a week. Compensation commensurate with education and experience, between \$25.00 - \$28.89 /hour.
- Eligible for full benefit package upon successful completion of probation period.
- **Upon receipt of clear record check, start date:** July 17 – 28, 2017 orientation (part time), full 32/wk hours starting July 31, 2017

**To Apply**

- To be considered, applications must include the following: A cover letter, resume, three references, and copies of supporting documents / proof of completion of education and training as listed on resume.
- To apply in person or by mail, submit applications attention to: Susan Fox, Kiwanis Hilton Children's Centre, 4325 Neill Street, Port Alberni BC, V9Y 1E5.  
By email to: [finance@avchildcare.ca](mailto:finance@avchildcare.ca)

**Application closing date Friday June 23, 2017 at 12 noon**

**Please note that we appreciate all applications, however only successful candidates will be contacted.**