*Job Posting: Children First Society*

**Office Administrator**

The Children First Society in Inuvik, NT is a state of the art early childhood learning and care facility. It is licenced for 127 children ages 6 months to 12 years old and is staffed staffed with a team of up to 25 ECD practitioners and support personnel. Reporting to the Executive Director, the Office Administrator will assist with the day-to-day operations, maintain files, records and perform bookkeeping duties as well as managing payroll.

***Experience and Qualifications***

As a dynamic office team member, you have at least 4 years experience in progressively responsible roles. Perhaps you’ve worked with a non-profit organization assisting with bookkeeping and office management or maybe you’ve been an administrative assistant for a small business. Your post-secondary certification in bookkeeping, business or basic accounting or your equivalent work experience has given you knowledge of payroll procedures, accounting software, and data entry that will ensure accurate and timely processing of all data relating to the operation of the centre. You understand the processes of working within a non-profit environment, and are comfortable keeping detailed records of a variety of data required to keep the programs on track, including individual project files and Childrens data as well as managing staff. You have a strong knowledge of labour standards and payroll procedures as well as a basic knowledge of accounting procedures. Your ability to adapt to new systems leads to confident recommendations for improving processes. Your organizational, time management and prioritization skills enable you to work well under pressure and meet set deadlines. You have a fun loving nature and strong interaction skills with adults and children.

***Personal Suitability***

Your eye for detail and adventurous personality sees this as an amazing opportunity to be a part of a new, progressive childcare facility in the Arctic. You understand that community and cultural input are vital to this program’s success. You have a high level of personal integrity and strong work ethic that assists with the development of a positive learning and working environment for everyone in the centre.

***Compensation***

Compensation will be negotiated based on experience but will start from $52,000 annually plus northern allowance. Details will be finalized with the successful candidate.

***Applications***

Applications including cover letter and resume should be emailed to:

Children First Society   
Attn: Office Administrator Hiring  
execdir@childrenfirstsociety.org

**DESCRIPTION**

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| **Position Status** | **Position Title** |
| **Full Time, Indeterminate** | **Office Administrator** |

**PURPOSE OF THE POSITION**

The position manages and tracks the daily and financial activity of the Children’s First Centre (CFC) which is a licensed daycare with 127 spaces for children aged 6 months – 12 years old.

The position offers administrative support under the guidance of the Executive Director and within the limits of the *NWT Child Day Care Act* and direction set by the Board of Directors of the Children First Society (CFS). The position provides bookkeeping and data tracking expertise in ensuring cost efficiency and effective use of resources to support quality childcare.

**SCOPE**

Located in Inuvik and reporting to the Executive Director the incumbent is responsible for the overall book keeping, tracking and data control of an early childhood education system that is accountable to funders and reliable for CFC.

**Responsibilities**

1. **Ensures and maintains accountable bookkeeping procedures of the CFC:**

* Assist the Executive Director in overseeing daily operations of all accounting systems and records, including, but not limited to, cash receipts, expenditures, investments, inventory, assets, and payroll
* Post daily donations/fees, file and tally deposits, verify and reconcile transactions such as accounts payable and receivable, payroll, purchases, prepare cheques, invoices, and bank statements. Responsible for the examination of accounting records and the preparation of financial statements and reports
* Assist Executive Director with preparation of audit working papers at year end
* Stay current with all regulations, practices, tax laws, reporting requirements
* Works with the finance committee and executive director to ensure budgets are prepared and followed

1. **Manages and maintains the dally records and files of the CFC:**

* Processes and records all registrations for CFC programs including communication with parents regarding registration status and receipt of payment
* Maintains registration records including waitlists and responds to all registration enquiries in a timely, professional manner
* Works closely with the Executive Director of the centre to ensure enrolment is current and empty program spaces are filled in a timely manner
* Responsible for the assisting in the coordination of all program communication to parents and the public
* Assists in managing payment and agreements for any third party facility use
* Manages a record of daily attendance of children
* Assist with the maintenance of data for contribution agreements and grants including ensuring CFC meets all GNWT grants and subsidy reporting requirements on a timely basis
* Assists with website social media maintenance and updating of current documents and information

1. **Child Care Support**

* Assists with carrying out policies and procedures established by the Children First Society,
* Assists with support to child practitioners to ensure quality care and education for children
* Assists as needed with the care, supervision and a developmentally appropriate program for children,
* Assists with maintaining a safe environment for children and staff.

1. **Other:**

* Responsible for assisting the Facility Manager and Executive Director with inventory management, including processing of orders with approved suppliers and ensuring appropriate supplies are on hand for all areas of the operation
* Provide administrative assistance to the Executive Director as needed
* Support office efficiency by reviewing and recommending administrative procedures
* Assist with inquiries to maintain good customer relations and solve problems
* Assist with clerical duties, such as letter and report preparation, maintaining filing and record systems, faxing and photocopying
* Perform other duties as required by Executive Director

**Requirements Skills and Knowledge:**

* Post-secondary certification in bookkeeping, accounting or equivalent work experience
* Minimum 4 years of experience in administrative positions with increasing responsibility (in the not-for-profit sector preferred)
* Knowledge of payroll procedures, GST refunds, and data entry
* Computer literate, including experience with MS Word, Access, Excel and Outlook
* Comfortable with web content, social media and other online applications
* Ability to adapt to and learn new software
* Effective verbal and written communication skills
* Experience in Human resource procedures
* Able to work efficiently as a part of a team as well as independently. High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
* Able to work well under pressure and meet set deadlines
* Good organizational, time management and prioritizing skills
* Ability to interpret and implement a variety of policies and procedures
* Attention to detail in all areas of work
* High level of personal integrity and strong work ethic
* General understanding of child development
* Current Standard First aid
* Satisfactory criminal record check, including a vulnerable sector search, completed by the RCMP
* Statement about whether or not there are any outstanding criminal charges, and details
* Up-to-date immunizations
* Tuberculosis screening