

## **Administrative / Accounting Assistant**

The East Preston Day Care Centre operates one of the provinces top Non-profit Daycares and Family Resource Centre EPDCC provides exceptional care, development and services for our children, youth, families, seniors, and all Community members through both the Daycare and the Family Resource Centre.

Our team is passionate, caring, supportive and driven by a need to deliver quality and innovative solutions to our community. We have a supportive team which encourages us to embrace each other's strengths and ideas.

We are looking to add an Accounting/Admin Assistant to our growing team. As the accounting assistant, you will play a crucial role in supporting the efficient operation of our Childcare Center and Family Resource Centre. Your responsibilities will primarily involve accounting duties, administrative tasks, and providing essential support to staff, parents and children.

We encourage all applicants to self-identify if they are a member of a minority group.

This person will report to the Office Manager & Bookkeeper, as well support the Assistant Director(s), and Executive Director.

### **Job Responsibilities**

- Provides administrative support to ensure efficient operations
- Answers phone calls, Emails, including inquiries from prospective parents and prospective clients
- Carries out various administrative duties, such as filing, copying, scanning
- Assist with the enrollment and registration process of new children, including collecting and processing application forms, medical records and payment information
- Processes Accounts Receivables, Accounts Payables
- Assist the Office Manager & Bookkeeper in maintaining a full set of accounting records including financial statements issued to the board of directors each month.
- Order office supplies, and research new deals and suppliers
- Collect and process Mastercard Reports, and Mileage Reports from Staff
- Complete reporting as needed for Provincial funding.
- Other duties as assigned by the Office Manager, Assistant Director or Executive Director

### **Requirements and Skills**

- Diploma in Accounting – Bookkeeping
- Knowledge of childcare regulations & licensing requirements is considered an asset but essential
- Knowledge of Sage Accounting
- Proficiency in both MS Office especially Excel and Google Drive/Docs/Sheets
- Attention to detail and Strong Problem-solving skills
- Excellent Time-Management Skills and the ability to prioritize work
- Strong Organizational Skills with the ability to multi-task
- Ability to work Independently and as part of a team
- Passion for working in a diverse atmosphere
- Possession of a valid driver's license & Access to a reliable and insured vehicle

East Preston Day Care Centre offer competitive wages, full benefits and Pension. Position is available immediately.

Please send cover letter and resume to: [careers@eastprestodaycare.ca](mailto:careers@eastprestodaycare.ca)