



Child Care Registrar & Admin Assistant

The Burnaby Neighbourhood House serves as a community focal point – a place where families and individuals can go to get support and services; a place where new immigrants become involved in their community and can find information and resources that will help them with their adaptation and integration into the community; where seniors and youth can gather; and where all these groups can come together in activities and events that aim to link generations and cultures and create a stronger community.

It seeks the involvement and input of community members in the development and implementation of supportive programs and services. It draws residents together to create a healthier community through their involvement.

We are currently seeking a Child Care Registrar & Admin Assistant who is responsible for supporting the Program Director and Hub Coordinators with the registration and administration duties of our child care programs.

Responsibilities:

Enrollment

- Advertising in appropriate places when spaces are available
- Maintain accurate waitlists
- Offering spaces upon space availability
- Identify any child who has special needs and with the Program Director ensure correct placement and funding if applicable
- Provide new families with a registration package, affordable child care benefit application (if needed) and help them to complete
- Obtain completed registration packages, review and ensure they are filled out accurately, obtain missing information
- Provide child care centres with complete registration package
- Enter children's files in database
- Prepare month attendance forms for child care centres
- Manage child withdrawals from the centres

Financial Management:

- At the time of registration collect the deposit, t-shirt fee and 1st month's fees
- Issue cheque requisitions for fee and deposit refunds
- Ensure all P.A.D. agreements are up to date

Our Mission is to make neighbourhoods better places to live.

4460 Beresford St. Burnaby, BC V5H 0B8 P: 604-431-0400 F: 604-431-9499 info@burnabynh.ca www.burnabynh.ca

- Collect fees and maintain financial records for families
- Process monthly the Pre-Authorized Debits, E-transfers and other types of payments and verify with Accounting Department and family's accounts
- Process monthly Affordable Child Care Benefit
- Process monthly Child Care Operating reports
- Follow-up with parents who have outstanding fees
- Monitor any discrepancies between payments and fees owing
- Issue yearly tax receipt
- Assist families in applying for Affordable Child Care Benefit and ensure their agreements are kept up to date
- Assist families in applying for BNH internal subsidy and ensure their agreements are kept up to date
- Other duties as required

Qualifications:

1. Knowledge and awareness of issues surrounding diversity and multiculturalism.
2. Excellent interpersonal, organizational and communication skills.
3. Full professional proficiency in English.
4. Leadership, Administration and Management in Child Care certificate (or willingness to get within 3 months of hire date).
5. Post-secondary education in Business Administration, Accounting or Office Management
6. Completion of Early Childhood Educator, Early Childhood Educator Assistant or Responsible Adult an asset.
7. At least two years previous experience in an office/administrative role.
8. Must be detail-oriented and accurate with an aptitude for working with numbers.
9. Excellent computer skills and experience. Knowledge of ACCESS, Word, Excel, desktop publisher and Canva.
10. Current 1st Aid and CPR certification.
11. Current criminal record check.
12. Documented compliance with BC's immunization and tuberculosis control programs.
13. Knowledge of Community Care Licensing regulations an asset.
14. 2nd language an asset.

Direct Report:

Program Director

Hours of Work: 35 hours per week

Starting Wage:

\$22.04-\$23.39 (depending on experience). Upon successful completion of probation period, we offer 10 sick days per year, 2 weeks paid vacation, extended health benefits, RRSP benefits and professional development opportunities.

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Please reply with resume and cover letter quoting the position you are applying for along with copies of relevant training certificates to:

Hiring Committee - Burnaby Neighbourhood House Email:

saras@burnabynh.ca

Closing date: Until Positions Are Filled **Positions**

start: As Soon As Possible **Location:** Burnaby

We thank all who apply however, only those candidates to be interviewed will be contacted. **No phone calls please.**

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