



Finance Assistant

Job Title: Finance Assistant
Reports to: Finance Director

Job Summary

Responsible for accounts payable, accounts receivable, filing, billing and to provide support for payroll and other financial duties as assigned.

Job Duties

1. **Corporate**
 - Follow all organizational policies of Kawartha Child Care Services.
 - Be aware of the strategic plan, mission statement and guiding principles of Kawartha Child Care Services.

2. **Operational**
 - Establish and maintain appropriate records.
 - Participate actively as a member of the finance team.

3. **Human Resources**
 - Maintain regular attendance, punctuality and submit accurate time sheets semi-monthly.
 - Participate in staff development activities.

4. **Communications**
 - Report to the Finance Director
 - Participate in staff meetings.
 - Ensure all correspondence is prepared and distributed professionally on approved letterhead or memo form and has been proofread by a staff person at the administration office.
 - Use only forms approved by the organization.
 - Read meeting minutes from committee, board and staff meetings.
 - Use positive communication.
 - Read and use the communications book.
 - Communicate effectively with suppliers, staff and clients.
 - Maintain confidentiality of all information related to children, families and staff.

5. **Financial**
 - Prepare monthly parent billing
 - Accurately record parent payments.
 - Preparation of bank deposits and take to the bank.
 - Assist with preparation of payroll semi-monthly
 - Match purchase orders to invoices referring discrepancies to the Purchaser and/or Finance Director.
 - Enter invoices in the accounts payable accounting system.
 - Maintain accounts receivable & accounts payable files.
 - Consulting/reporting non-routine situations to the Finance Director.



- Assist the Purchaser when needed to purchase required equipment and supplies.
- Other duties as assigned

6. Health and Safety

- Ensure that the Worker responsibilities under the OHAS Act are adhered to at all times.
- Comply with WHMIS legislation at all times.

Qualifications

Education

- Minimum College Business Administration Diploma with computerized accounting.

Experience

- Two years previous bookkeeping experience.

Requirements

- Satisfactory Criminal Reference Check.

Competencies

- Must be able to add, subtract, multiply and divide; calculate decimals and percentages.
- Patience, dedication, energy and enthusiasm
- Ability to deal with non-routine situations.
- Ability to maintain control in frustrating situations.
- Ability to work co-operatively with others in a team environment while providing work direction.
- Ability to maintain neat and accurate records.
- Ability to maintain confidentiality of all information related to children, parents, and staff.
- Ability to lift moderately heavy items.
- Ability to sit for extended periods of time at a computer.
- Ability to use professional judgment on a daily basis.
- Ability to work flexible hours as required.

Job Classification

- Other Professional



Performance Expectations

1. Accurate recording of parent payments within 24 hours of receiving at administration office.
2. Preparation of bank deposits and take to the bank weekly.
3. Preparation of payroll and submit semi-monthly for processing .
4. Assist purchaser to match packing slips and invoices from vendors weekly, attaching purchase orders and packing slips ensuring correct amounts and quantities.
5. Match accounts payable cheques with supporting documents and mail out.
6. Maintain filing up to date on a daily basis.
7. Assist finance department as needed.
8. Ensure monthly parent billing is prepared and sent to centers to distribute on or before the 10th of each month.