

Administration Staff Job Description of Accounts Payable Coordinator (Interim)

Job Position:

Interim Accounts Payable Coordinator

Hours:

40 hours/week

Specific schedule to be determined upon hire, but scheduled office hours are generally between 8:30am and 4:30pm.

Pay and Vacation:

Position starts at \$19.00 per hour

Vacation time as per Wind & Tide Administration Employee Handbook

Location:

Wind & Tide Administration Office
#113 – 5455 152 St., Surrey, BC

Report to:

Payroll Manager and CFO

Summary:

The Accounts Coordinator is responsible for accounts payable, payroll back up, bank reconciliations, fiscal year-end reporting, and periodic forecasts of cash flow and cost analyses.

Accounts Payable:

- tracking school expenses and keeping Supervisors and Regional Directors up-to-date on budget issues
- entering bills into QuickBooks and writing cheques
- monthly bank account reconciliations
- preparation and distribution of a variety of materials throughout the year pertaining to budgeting and accounts payable
- completion and payment of Regional Director mileage reimbursement
- keep QuickBooks coding up to date and organized

- run QuickBooks reports, as required for CFO (monthly cash flow forecasts, etc.)
- complete fiscal year end, with direction from the CFO
- payroll back-up
- assisting Payroll Manager with annual preparation of T4's and T4A's

Accounts Receivable:

In conjunction with Accounts Manager:

- reconcile daily Moneris transactions
- bank deposits at financial institutions
- complete Childcare Operating Funding claims
- entering all income into QuickBooks from all sources
- assist, as time permits, in accounts receivable duties, including debt collection
- completion of monthly Wage Enhancement submission (as time permits)

Other Responsibilities:

- Attendance at Wind & Tide Professional (Pro-D) Days is preferred.
- Other duties as assigned in order to assist in necessary projects, and/or the daily operations of the Administration Office

Knowledge and Skill Requirements:

- Proficiency in QuickBooks software and at least two years of bookkeeping experience
- Knowledge of Ceridian payroll services
- Exceptional confidence with computer database software and internet applications, including a problem-solving attitude
- Ability to maintain a high level of accuracy and attention to detail
- Ability to work independently without supervision
- Display confidence in dealing with problems and the ability to think quickly and “out of the box” as needed.
- Must possess excellent communication skills with a strong command of the English language, both verbally and written (ie. spelling, grammar).
- Present a warm and professional image of Wind & Tide to staff, families and public, both in verbal and written communication, at all times.
- Ability to multitask under pressure, and adhere to deadlines

Personal Characteristics:

- Relationships: maintains positive and healthy working relationships with others, both internally and externally
- Communication: excellent verbal and written communication skills, portraying warmth, care and enthusiasm to clients and co-workers
- Time Management: displays a strong, positive work ethic and the ability to assess situations to determine urgency and prioritize as needed
- Organization: demonstrates attention to detail and exceptional organizational skills
- Resourcefulness: asks for clarification and assistance when needed, independently seeking solutions as appropriate
- Responsibility: demonstrates flexibility to ensure the areas that they are responsible for are complete
- Initiative: makes decisions to enhance organizational effectiveness (as appropriate), and takes initiative to undertake self-directed tasks when necessary
- Teamwork: works cooperatively and effectively with others to solve problems, ensuring that all aspects are communicated to other team members and staff
- Problem-Solving: approaches problems resourcefully and in an open-minded manner
- Conflict Management: willingness to work through conflicts with others in a healthy manner
- Confidence: enjoys working in fast-paced environment
- Enthusiasm: is eager to see progress and meet goals