



Sacred Heart Child Care	Holy Family Child Care
180 Grandville Circle	20 Sunset Drive
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JOB DESCRIPTION

JOB TITLE: Administrative Controller

CLASSIFICATION: Management

SALARY GRADE: \$60,000 CAD

REPORTS TO: Executive Director

JOB LOCATION: Paris Child Care

REVISION DATE: October 2024

JOB PURPOSE

Under the direction of the Executive Director, the Administrative Controller leads and supervises the financial and administrative operations of Paris Child Care (PCC). This includes managing payroll, billing, budgeting, and financial reporting while ensuring compliance with provincial regulations. The Administrative Controller will also assist with funding applications and center visits to ensure resource allocation is aligned with PCC's needs.

DUTIES AND RESPONSIBILITIES

Finance and Budget:

- Develop and implement financial operating policies
- Provide direction for the annual budget, ensuring operations stay within budgetary parameters
- Prepare funding applications and reconciliations for CWELCC and other childcare-related grants; present them to Senior Management
- Attend Ministry meetings relevant to CWELCC, Provincial, and Municipal funding
- Assist with budgeting and forecasting processes to support financial planning
- Review income, expenses, and budget reports, analyzing potential issues and preparing corrective actions as needed
- Manage and oversee accounts payable/receivable, including purchase orders, invoicing clients, tracking payments, and following up on overdue accounts

Payroll Management:

- Prepare and process bi-weekly payroll for all staff, ensuring compliance with labor laws and company policies

Billing and Financial Reporting:

- Oversee billing and invoicing for parents and guardians, including subsidy payments where applicable
 - Prepare and electronically deliver annual tax childcare tax receipts
- Maintain accurate and up-to-date financial records and generate regular financial reports for Senior Management
- Conduct account management and expense reporting
- Assist in maintaining detailed records of provincial and federal childcare funding

Compliance and Auditing:

- Ensure compliance with provincial daycare licensing provisions and financial audits
- Attend on-site center visits to understand and assess the equipment needs of each center
- Ensure all financial operations adhere to institutional regulations and financial policies

Human Resources Management:**Recruitment:**

- Assist in the recruitment and hiring process for PCC staff, including posting job ads, reviewing applications, and scheduling interviews.

Onboarding and Records:

- Oversee the onboarding process for new employees, ensuring proper orientation and completion of all required documentation (e.g., background checks, certifications, training)

Employee Records Management:

- Maintain accurate and confidential employee records, ensuring compliance with provincial labor laws and organizational policies

HR Compliance:

- Ensure compliance with Ontario employment standards, health and safety regulations, and PCC's internal HR policies

Staff Development and Training:

- Work closely with the Executive Director and Program Supervisors to identify staff training needs and ensure professional development opportunities are provided

Payroll and Benefits:

- Manage the administration of payroll, employee benefits, and other compensation-related matters

Health and Safety:

- Ensure that PCC adheres to health and safety policies and practices, including maintaining records and overseeing compliance audits

Administrative Support:

- Support Program Supervisors and staff in preparing necessary financial documents
- Assist in preparing and maintaining reports and financial data entry for the company
- Ensure timely, accurate communication regarding financial matters with staff, parents, and government agencies

REQUIRED QUALIFICATIONS**Education:**

- A relevant combination of education and practical experience in Early Childhood Education, Business Accounting, and Administration, and Human Resources
- 5-7 years of bookkeeping and accounting experience, including strong payroll knowledge
- 2+ years of experience with QuickBooks Online or Sage 50
- Comprehensive knowledge of provincial and federal childcare funding is an asset but not required
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- RECE preferred

Skills and Competencies:

- Strong knowledge of accounting principles and practices
- Excellent written and verbal communication skills
- Highly competent with technology, including proficiency in financial software
 - Exceptional Excel skills
 - Demonstrate the ability to integrate accounting software and Excel
- Excellent attention to detail and accuracy in data entry and record keeping
- Reliable transportation required for traveling between centers

Physical and Mental Demands:

- Must be able to lift 21-40 lbs occasionally (children, equipment, supplies)
- Occasional mental effort required to handle multiple tasks simultaneously

Working Conditions/Health and Safety:

- Primarily based in an office, with occasional on-site visits to childcare centers to assess resource needs
- Exposure to infectious diseases and physical hazards associated with childcare settings

Position Type/Expected Hours of Work:

- Full-time, Monday to Friday with flexibility required
- 40 hours
- Occasional evenings and weekends as needed

Travel:

- Regular travel between PCC's multiple sites for on-site center visits and financial evaluations