



Child Care Administrative Assistant

Location	Hybrid position - St. Catharines
Pay	Starting Salary \$39 894 annually with Full YMCA Health and Dental Benefits and YMCA Membership Benefits
Employment Type	Permanent Full Time
Placement Date	May 2024

Why Work for the YMCA?

As a charitable organization, the YMCA of Niagara aspires to be a great workplace, committed to diversity, equity, and inclusion, where different backgrounds, experiences, and identities are appreciated and celebrated. Guided by our shared values – caring, health, honesty, inclusiveness, respect, and responsibility - the YMCA provides our employees with meaningful jobs and the opportunity to make a difference in the lives of individuals and the health of our communities. We recognize the contributions of our staff through growth opportunities and great benefits, and the knowledge that their day-to-day actions have a positive impact on the health and wellbeing of the people of Niagara.

NATURE & SCOPE

This is a full-time position, reporting to the Child Care Administrative Lead. The incumbent will be part of the Child Care Administrative Team and will work closely with the Child Care Supervisors on program related matters.

Speed, confidentiality, diplomacy and accuracy are essential skills for this position. Due to the confidential and sensitive nature of information, a high level of integrity is required. This position will work collaboratively with the Administrative Team to ensure a high level of customer service is maintained.

RESPONSIBILITIES:

- Monthly billing cycle 40+ Child Care Centres including strict adherence to policies, processes, and billing timelines.
- Work extensively with Enterprise resource planning systems (ERP) – Unison and OCCMS. Prioritize and execute daily and monthly tasks related to accounts receivables.
- Work with Child Care Supervisors to ensure proper business billing information is collected and valid.
- Attention to detail and accuracy.
- Maintain a positive and professional relationship with fellow staff.
- Participate in staff meetings and training sessions as required.
- All other duties as assigned.

QUALIFICATIONS:

- 2+ years administrative or customer service experience.
- Exceptional computer skills (MS office, Excel, Outlook).
- Strong communication and interpersonal skills.
- Effective time management to meet deadlines and working in a team environment.
- Organizational skills: ability to manage and execute multiple priorities.
- Current Criminal Record Check is a condition of employment.
- Familiarity with Child Care Early Years Act is an asset but not a requirement.

COMPETENCIES:



Initiative

Seeks and finds solutions to problems without waiting for direction.

Communication

Communicates in a thorough, clear, and timely manner and supports information sharing and goal achievement.

Self Management

Accomplishes critical tasks despite organizational obstacles, time pressures, role ambiguity, or limited resources.

Relationship Building and Collaboration

Builds positive interactions both internally and externally to achieve work related goals.

APPLICATION PROCESS

Interested applicants are invited to submit a resume to yjobs@niagara.ymca.ca by April 26th, 2024. Please indicate position applying for in the subject line of your email.

Internal applicants are encouraged to notify their supervisor before applying. All applicants are thanked for their interest. Only those applicants being considered for an interview will be contacted by email.

Accessibility accommodations and materials in alternate formats for individuals with disabilities can be arranged upon request.

For more information on other opportunities at the YMCA of Niagara, please visit: ymcaofniagara.org