



Program Assistant – Accounting (Part-Time)

Reports to: Director, Corporate Services

Job Summary

The Program Assistant at our Evered Avenue location, under the direction of the Director, Corporate Services, is responsible for providing accounting and administrative support to the Director and team members. This position is responsible for the day-to-day functions related to the processing of accounts payable and receivable, and will provide on-site basic IT support, as well as Reception and other back-up support to the Corporate Services team. The Program Assistant must have the ability to adapt to new technology and to deal with people sensitively, tactfully, diplomatically, and professionally at all times. Given our environment, the Program Assistant must be comfortable interacting with parents, young children, and the public.

Job Duties

- Organizes, maintains, and coordinates office records and files
- Processes accounts payable in SAGE, and acts as back-up for Accounts Receivable functions (billings and receipts)
- Prepares bank deposits, and reconciles transactions – accounts payable and receivable, cheques, invoices and cheque requisitions
- Provides daily reception coverage at lunch and end of day (3:30 – 5 p.m.), and acts as back-up to Reception during absences; acts as first point of contact to staff, clients and the public
- Acts as a backup for preparation of T4A's and parent tax receipts, and supports year-end audit
- Sets up IT Hardware as needed, and acts as liaison with IT Support for new employee set-up, ticket support, etc.
- Ensures compliance with provincial regulations

Job Requirements

- College education in a related field, or equivalent work experience (minimum 2 years of related accounting experience)
- Proficient in Microsoft 365 (including Word, Excel, and PowerPoint)
- Ability to process information accurately, be a problem-solver and take initiative/ownership over work
- Valid First Aid and CPR level C certification, including infant and child
- Satisfactory vulnerable sector check
- High level of integrity, initiative and work ethic, and an adept problem-solver
- Strong organizational, time management, interpersonal and communication skills



- Oral fluency in French is an asset
- Experience with SAGE Accounting System is an asset
- Ability to work occasional overtime

Benefits and Pay

- Permanent part-time position – 27.5 hours per week (11:45 a.m. – 5:30 p.m. Mon-Fri)
- \$20.29 - \$22.43/hour
- Comprehensive benefits plan after 90 days
- Casual dress
- Dental care
- Employee Assistance Program
- Extended Health care
- Life Insurance
- Paid Time Off
- Vision Care
- Wellness Program