

Employment Opportunity
Full-Time Permanent Administrative Assistant – Finance

LOCATION: 871 Dundas St., Woodstock, ON
START DATE: April 2022
HOURS: 35 hours per week
RATE OF PAY: \$20.91 per hour to start, with increase after successful probationary period

GOOD BEGINNINGS STRIVES TO BE YOUR EMPLOYER OF CHOICE!

Good Beginnings is a non-profit corporation with a Board of Directors comprised of parents/guardians and community representatives who are committed to providing high quality early learning and child care programs to the children and families of Oxford County since 1986. It is our mission to be a leader in the provision of quality child care programs, which are affordable and accessible to families in Woodstock and the surrounding communities, delivered by professional and caring Educators.

WE OFFER

Positive and Impactful Work Environments • Health and Dental Benefits • Competitive Wages and Incremental Increases



Paid Vacation Days • Paid Personal Emergency Days • Discount Programs • Professional Learning & Career Development

We are seeking to fill this position with a reliable, friendly, energetic and engaged individual. The successful candidate will be required to possess the following qualifications:

- Completed post-secondary education in Accounting, Office Administration, or a combination of education and experience in these areas.
- A minimum of 2-3 years relevant experience in an administrative or accounting role i.e. accounts receivable, accounts payable, etc.
- **Exceptional computer skills;** proof of proficiency in all Microsoft Office applications.
***Strong proficiency in Excel particularly required.**

POSITION SUMMARY

Good Beginnings Day Nursery Woodstock Inc. is seeking to hire an exceptional individual to fulfill an Administrative Assistant – Finance role. This individual will report to the Director of Finance and Human Resources and will be responsible for performing various accounting and administrative support duties. They will observe and implement our policies and procedures, regulations under the Child Care and Early Years Act, and our Confidentiality Agreement.

ROLE REQUIREMENTS:

- Strong attention to detail and time management skills
- Excellent interpersonal and communication skills, particularly spelling and grammar
- Efficient, organized, and able to multi-task
- Intermediate to advanced Microsoft Excel skills
- Experience with Accounts Receivable, reporting, tracking etc.
- Friendly customer service skills to connect with families regarding past due accounts, setting up payment plans etc.
- Cross-train within Finance Department to provide back-up support for other employee absences, vacations, etc.
- Ability to learn various in-house software programs & technology
- Current and satisfactory Police Record check, acceptable to Good Beginnings
- Full duties of the job description will be provided at the time of the interview

Please submit your cover letter and resume to:

Julia Daly, Human Resources Coordinator
hr@goodbeginningsday.com

This position will be posted until filled.

Although we thank all applicants for their interest in our organization, only those selected for an interview will be contacted.

Good Beginnings is an equal opportunity employer. We celebrate diversity, and are committed to creating an inclusive environment for all employees. We are dedicated to providing an inclusive and barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.