

Frog Hollow Neighbourhood House is seeking an energetic and detail-orientated individual to join our team as our **Accounts Receivable for Childcare Programs** at our main location of 2131 Renfrew Street. We are a non-profit organization that operates five childcare programs in different locations.

The right person for this position is organized, friendly, has strong attention to detail and able to manage time and priorities. They will work well with all the coordinators of all the different childcare centres, as well as our office team administration.

The Accounts Receivable for Childcare Programs duties and responsibilities will be:

- Working with SAGE software for the company's account receivables. Need to make accurate bookkeeping entries in SAGE accounting program daily and monthly.
- Responsible for making monthly A/R invoices and A/R receipts entries for Frog Hollow Neighborhood House childcare programs, and other misc. services.
- Need to process EFT (Electronic Funds Transfer) for childcare and other misc. payment monthly.
- Claim and receive childcare subsidy on a monthly basis.
- Responsible for maintaining accurate customer accounts and communicate with customers for any concerns and discrepancies
- Responsible for communicating with childcare program coordinators for any enrollment changes, withdrawals etc.
- Collect all outstanding A/R payments and maintain clean A/R aged balance monthly
- Responsible for making refund entries and any financial related requests to head office.
- Maintain childcare program deposits
- Able to read A/R trial transactions and financial statement to check A/R entries.
- Support with gaming grant invoices

Skills & Qualifications

- Knowledge of generally accepted accounting and internal control principles
- Proficiency in the use of computer programs for accounting (preferably SAGE) and MS Offices.
- Ability to perform accuracy and meet deadlines.
- Flexible, Adaptable, Ability to work collaboratively in a team environment

Accounting/Bookkeeping with 2 to 3+ years' proven experience in an office environment, and accounting background or Diploma required

- Excellent English written, oral, and interpersonal communication skills
- Excellent organizational skills with the ability to work independently, prioritize assignments and manage changing priorities
- Ability to work effectively under pressure in a busy environment, handle heavy volumes, meet demanding deadlines and think on their feet while maintaining a positive attitude and producing high quality work
- Strong attention to detail
- Ability to deal professionally and diplomatically with staff
- Second language is an asset

Hours: 21hrs/week

Salary and Benefits: \$25.78 plus excellent benefit package including 3 weeks' vacation after one year, paid sick time, medical, extended health, dental, company pension plan and exceptional professional development opportunities

Start Date: September 12, 2022, or ASAP **Application Deadline:** September 5, 2022

Please apply by email to Gladis Rivera, Office Manager at gladis@froghollow.bc.ca.

For more information about FHNH and ANHBC, please visit www.froghollow.bc.ca and www.anhbc.org

We thank and acknowledge all applicants and will proactively contact those selected for interviews.

Association of Neighbourhood Houses of BC (ANHBC) is an equal opportunity employer. Our work is centered on inclusion and equity, to build social connection and to break down discrimination through community building. We strongly encourage applications from people who identify as Black, Indigenous, and People of Colour (BIPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities. Our total compensation and benefits package reflects our *"Frog Hollow Neighbourhood House/ANHBC is committed to protecting the health and safety of its employees and the community. Subject to legal exemptions, proof of COVID-19 vaccination status will be required for this role prior to starting employment."*