



BRIDLEWOOD CHILD LEARNING CENTRE

EMPLOYMENT OPPORTUNITY

Bridlewood Child Learning Centre
(a non-profit licensed child care centre in Kanata)

Requires an Administrative Assistant / Bookkeeper

This is a permanent position to commence on Monday, September 30th, 2024

This person is responsible for, but not limited to:

1. Answering the telephone, sending and answering emails, receiving mail, greeting and receiving parents, visitors, trades, ability to communicate effectively orally, maintain professionalism at all times
2. Maintaining an accurate monthly and yearly accounting cycle including completing payroll, accounts receivable, accounts payable, billings, bank reconciliations, deposits, financial statements and yearend audit procedures
3. Format accurate, current and confidential records and correspondence, utilizing word and excel, ability to communicate effectively in writing
4. Completing government and city paperwork, ie GST rebates, subsidy, funding, etc
5. Supporting the Director in the administration of the learning centre

Minimum Qualifications:

- Two (2) years' experience working in an administrative role
- Having knowledge and experience with online banking
- Experience with excel, word, occms (City program), Digibot (child care portal)
- Experience working with young children would be an asset
- A valid Standard First Aid Certification including Level C CPR course
- A current valid Police Records Check for Persons Seeking to Serve the Vulnerable Sector less than six (6) months old
- Updated immunizations and other health assessments as required by the Ministry of Education

Reply by 11:00 am on Wednesday, September 11th, 2024 to Melanie Yearington, RECE, Director.

Confidentiality of all applicants will be respected.

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