

# TOWNSHIP OF NORTH HURON

## POSITION PROFILE

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Position Title **CHILD CARE ADMINISTRATIVE ASSISTANT**

Department **RECREATION & COMMUNITY SERVICES**

Report to Title **MANAGER OF CHILD CARE SERVICES** \_ \_ \_ \_ \_

Revised: May 2025

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Pay Range:	<b>Pay Band 5</b>
Position Status:	<b>Full-time employee</b>
Pay Method:	<b>Hourly</b>
Normal Work Week:	<b>37.5 hours</b>
Hours over 37.5 to 40.0 hours in a week:	<b>Time off in lieu on a one to one basis</b>
Overtime greater than 40.0 hours in a week:	<b>Paid at time &amp; half</b>
Location:	<b>North Huron Child Care Centre</b>

### A- POSITION DESCRIPTION

#### 1. Scope of Position:

Reporting to the Manager of Child Care Services, the Child Care Administrative Assistant performs a variety of administrative and secretarial duties to support the programs and operations of the Child Care Services division. This position acts as a receptionist and office coordinator at the North Huron Childcare Centre. This position is also responsible for performing accounts receivable and accounts payable functions; and assists with payroll administration.

#### 2. Key Responsibilities:

To provide administrative support to the Manager of Child Care Services, Child Care Services Supervisory Team and other members of the child care staff as approved by the Manager of Child Care Services including, but not limited to:

- Preparation of correspondence, memos, marketing material, etc.
- Scheduling and attending meetings, preparation and distribution of agenda and minutes
- Scheduling and setup staff training sessions, etc.
- Photocopying

To perform general reception duties at the North Huron Child Care Centre: answer and direct incoming calls, greet clients and visitors to the North Huron Child Care Centre, answer inquiries regarding programs and billing, open, sort and distribute mail, etc.

To perform accounts payable duties and accounts receivable duties and determine discrepancies for Child Care Services including but not limited to: reviewing, copying and coding invoices for payment, balancing cash drawer on a daily basis, receiving and posting payments for program registration to client accounts. Issuing refunds. Preparation of daily bank deposits.

Daily entry of attendance records into software, reconciliation of attendance records with payments received. Prepares invoices for month-end billing. Responsible for the collection of account balances.

Create client account information including private and confidential information in accordance with the Child Care and Early Learning Act, maintains intake records, immunization records, tracks and reports diseases to the Huron Perth Health Unit, as required.

Follow up on the submission of required paperwork such as signed forms, immunization records, etc. prior to registrants participating in the program.

Assist with payroll administration bi-weekly for all Child Care employees including full time, part time and casual employees; including but not limited to preparation of work schedules, timesheets, recordkeeping for employee timesheets, vacation requests, carryover, sick leave and banked time.

Process monthly billing for children with set schedules and bookers (individual attendance entered then billed), process credits for sick days and vacation request credits.

Implement and maintain the TOMRMS record retention systems for all of the Child Care programs.

Orders and maintains an inventory of supplies.

Performs other duties as assigned by the Manager of Child Care Services.

### **3. Key Relationships:**

#### ***Internal***

Manager of Child Care Services: daily interaction re: assignments, duties, and affairs of the Township.

Child Care Supervisors: frequent interaction re: administrative support functions.

Child Care Staff: as required to complete projects.

#### ***External***

Public: daily interaction at front counter and on phone.

Clients. Finance Staff. Office Suppliers. Contractors and Other Agencies: as required to fulfill the duties of the position.

### **4. Decision Making Authority and Judgement Used:**

This position mainly provides support for the Manager of Child Care Services and the supervisors of Child Care Services. There is little authority for independent decision making. If a

decision is required outside their authority, they will consult the Manager of Child Care Services or the appropriate supervisor.

This position may make recommendations to the Manager of Child Care Services for improving the efficiency and effectiveness of their duties.

Judgement is required:

- to prioritize the many tasks in process at any time to ensure deadlines are met
- to ensure the client information and attendance records are entered into the software system promptly and accurately without errors; and maintained up to date
- to maintain confidentiality
- to provide guidance and assistance to clients and staff
- to deal with members of the public

This position is the first point of contact with the public. They must use judgement to ensure the person is handled promptly and professionally. Concerns must be referred to the appropriate person and handled tactfully and promptly.

## **5. Problem Solving Responsibility:**

Most of the duties performed by the position are within established policies and procedures and under supervision. Normally the problems to be solved are predictable and require no research beyond established policies and procedures.

This is a support position for the Child Care Services department. Although, this position has no budgetary responsibility, the position is responsible for processing, recording and reconciling revenue collected from clients, subsidies, etc. for all program locations. If the Child Care Administrative Assistant is not able to keep up with the workload, it may result in revenue being incorrectly recorded and/or not collected for the services rendered. This would have a negative financial effect on the department/Township.

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## **B - POSITION SPECIFICATIONS**

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously. For example, a person may not possess the minimum designation or degree but may have compensating work experience.

### **1. Formal Education and Training:**

- Minimum Degree Required: A post-secondary education in accounting.
- Community College or equivalent diploma/certificate in office administration or related field would be considered an asset.  
MAP, AMCT, or other similar designations would be considered an asset.

### **2. Work Experience:**

- Five (5) years of experience in office administration and customer service.

- Three (3) -Five (5) years of experience in municipal government would be an asset.

### **3. Knowledge:**

- Thorough working knowledge of municipal functions and responsibilities, applicable Provincial legislation and regulations would be considered an asset.

### **4. Other Key Skills and Competencies:**

- Proficient in MS Office software and familiarity with document management, scanning functions and other software such as Keystone
  - Demonstrated ability to be a team player with effective oral, written and interpersonal communication skills to ensure effective working relationships with other employees and the general public;
  - CPR/First Aid Certification
  - Criminal Reference Check/Vulnerable Screen
  - Valid Ontario Driver's License in good standing and a personal vehicle for use on the job;
  - Strong time management and organization skills;
  - Professional under pressure;
  - Ability to work in a fast-paced environment under pressure and meet deadlines; and
  - General knowledge of municipal statutes, policies and procedures.
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## **C - POSITION CHARACTERISTICS**

### **1. Impact and Accountabilities:**

The Child Care Administrative Assistant is responsible to the Manager of Child Care Services.

The incumbent must work independently, under the general supervision from the Manager of Child Care Services.

This is a support position so the impact on the organization is indirect.

If the Child Care Administrative Assistant is not able to keep up with the workload, important deadlines may be missed and the municipality may be negatively impacted.

### **2. Supervisory Responsibility:**

None.

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## **D - WORKING CONDITIONS**

### **1. Physical Effort and Environment:**

The Child Care Administrative Assistant is required to sit many hours in front of a computer screen. The position requires manual dexterity to operate a computer keyboard and other office equipment.

The physical working environment is comfortable, normally indoors in a clean office. This position is required to make daily deposits at the bank so daily travel is required.

During peak times, the Child Care Administrative Assistant may have to work in excess of their normal work week, as determined by the Manager of Child Care Services.

### **2. Mental Effort:**

The mental strain resulting from the work of the Child Care Administrative Assistant is constant. The volume of work is considerable. Many tight deadlines must be met.

The mental strain resulting from the work of the Child Care Administrative Assistant is constant. The Child Care Administrative Assistant is often interrupted to attend to the front desk, greet clients, answer the telephone, process payments, etc. The volume of work is considerable. Multi-tasking is required and many deadlines must be met.