

## Job Posting

# OFFICE MANAGER

Permanent full-time: 35 hours/week, Location: Nelson, BC

Salary: \$44,000 - \$55,000 (dependent on qualifications/  
experience)

Kootenay Kids Society is seeking an Office Manager to provide support to the executive leadership team and program coordinators through financial administration, performing payroll and leave management functions, and general administration.

### **The Ideal Candidate will:**

- Possess good fundamental understanding in all facets of accounting; be proficient in; computerized bookkeeping systems, QuickBooks, online Payroll systems, Microsoft Office, and other online accounting software essential.
- Have experience with Accounts Receivable, Accounts Payable, Payroll, Employment Deductions, and Financial Statements
- Have experience in developing, implementing, evaluating, and continuously improving the effectiveness of financial and administration systems.
- Have experience with Benefit Plan and Municipal Pension Plan administration
- Have familiarity of a unionized work environment
- Must be able to manage a busy load of bookkeeping transactions
- Must have excellent understanding of spread sheets.
- Ability to communicate effectively both verbally and in writing.
- Ability to work collaboratively in a team.

### **Essential Qualifications:**

- Degree or Diploma in Business Administration
- Minimum 3 years recent experience in financial and administration management; accounting/bookkeeping.
- Approved Ministry of Justice Criminal Records Check (completed on hiring)

### **Why work with us?**

- Follow your passion to work with a dynamic team of dedicated staff.
- Enjoy an excellent benefits package (3 weeks' vacation per year, increasing with years of service; sick time and access extended health and dental benefits after the three-month probationary period)
- Continue your own professional journey with paid time to participate in high quality professional development.

- Plan for your financial future with the registration in our Municipal Pension Program after two years of continuous service.

Kootenay Kids Society is a multi-service Non-profit with a 40-year history of supporting families and young children in the Nelson area. We operate multiple programs with over 50 staff and five locations in Nelson. Funded largely by government contracts, we deliver a wide range of programs and services including licensed childcare, Indigenous family programs, resources for childcare providers, physiotherapy and occupational therapy for young children, parent education programs, and opportunities for families to meet socially and connect with each other. We are unionized through the British Columbia Government and Service Employees' Union.

Kootenay Kids Society strives to create an environment that celebrates diversity, fosters a culture of inclusion for all and empowers underrepresented voices. As part of our commitment to equity, diversity and inclusion, we encourage applications from diverse backgrounds to apply. Kootenay Kids Society will consider all qualified applicants and make decisions that are based on skill and ability.

### **How to apply**

Please send your resume and cover letter to [angelam@kootenaykids.ca](mailto:angelam@kootenaykids.ca) We thank all applicants for their interest, and we will be in touch if you are selected for an interview. If you are selected for this position, we will require your consent to a criminal record check.

**This position will remain open until filled.**