



Boys & Girls Clubs
of Central Vancouver Island

Registration & Accounts Receivable Coordinator

The Company:

The Boys and Girls Clubs of Central Vancouver Island (BGCCVI) is Vancouver Island's largest childcare provider and is trusted by more parents than any other childcare provider. The BGCCVI is a registered non-profit and charitable organization serving over 1000 children, youth and families in Comox, Courtenay, Lantzville, Nanaimo and Ladysmith through enriching childcare and youth programs in 13 locations.

Boys and Girls Clubs staff are trained, passionate, and dedicated. They build self-esteem by empowering participants to help shape programs and share their ideas. Through these opportunities, children and youth are given the chance to develop life and leadership skills and learn how to contribute to Clubs and their communities. As caring adult role models, BGCCVI Staff build healthy, supportive relationships with children and youth, which in turn can positively influence the life path they choose.

Would you like to join our team and be a part of an amazing group of individuals that possess a passion for children, youth, and families within your community?

The Position:

This is a full-time position and we are looking for an enthusiastic Registration & Accounts Receivable Coordinator. So, if you are seeking an interesting and satisfying career opportunity, whereby you can make a positive contribution to a person-centre, community-based, growth-oriented organization this role is for you.

The Registration & Accounts Receivable Coordinator is responsible for:

- ✓ Responsible for Annual renewal & set up of online registration and payment system
- ✓ Processing registrations, including; new registrations, varying schedules (pro days, Spring/Summer/Winter break & holidays), change in care, drop in's, account payments, and attendance tracking, following BGCCVI policies
- ✓ Financial processing and tracking
 - Payment processing (all types)
 - Bad debt expenses
- ✓ Working with clubs to prepare monthly invoices for parents/caregivers – with a strong understanding of BC Child Care Subsidy
- ✓ CCOFP (BC Child Care Fee reduction initiative, monthly audit of CCOFP, creating fee structures for EZ ChildTrack, submitting hours payable & tracking reimbursements)
- ✓ Responsible for organizational invoicing and tracking of supported child care wages through Child Development Centres (Child Development Centre (CDC) and Comox Valley – Child Development Association (CV-CDA)) and ensuring collection of payments



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The successful candidate must meet the following requirements:

- ✓ College courses completed in accounts receivable
- ✓ Minimum two (2) years of experience in an accounts receivable position
- ✓ Must be legally entitled to work in Canada

Salary: \$19.00 - \$21.00 range, commensurate with experience

Location: #2290 Bowen Rd. Nanaimo, BC

Date Posted: April 5, 2019

Posting Expires: April 26, 2019

Please send your cover letter and resume to careers@bgccvi.com quoting the job posting number 20190012 in the title.

We thank all applicants in advance for their interest however, only those applicants who are short listed for an interview will be contacted.