



Job title	<i>Registration & Accounts Receivable Coordinator Boys and Girls Club Central Vancouver Island</i>
Reports to	<i>Accounts Payable & Payroll Coordinator</i>
Date	<i>April 2019</i>

Job purpose

The Registration & Accounts Receivable Coordinator is responsible for providing financial and administrative services in order to ensure effective, efficient and accurate financial records and child care registrations for all BGCCVI programs.

Duties and responsibilities

Registration/EZ ChildTrack

- Assisting parents/caregivers with online registration process and trouble-shooting issues that arise (in person, email, phone), and communicating upcoming information through Constant Contact
- Responsible for Annual renewal & set up of online registration and payment system
- Ensure procedures are up-to-date, and provide training for LPS and SPL's for EZ ChildTrack - Site User Level (ie: registration, how to use)
 - Creating and maintaining registration procedures for parents and employees
- 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
- Ensure EZ ChildTrack is PCI-DSS (Payment Card Industry - Data Security Standard) compliant
- Working with clubs to prepare monthly invoices for parents/caregivers – with a strong understanding of BC Child Care Subsidy

Accounts Receivable

- Preparation of all year-end Accounts Receivable information relevant for annual audit
- Maintaining file management of all Accounts Receivable forms/documents
- Maintaining and reconciling accounts receivable ledgers and online AR systems
- 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



- Creating, processing and reconciling all subsidy related claims & provide training for LPS and SPL's for BC Child Care Subsidy
- Compiling and completing data required for invoices and submitting for payment to outside support agencies
- Generating and dispersing annual tax receipts
- Generating and interpreting all monthly accounts receivable financial reports
- Ensuring monthly invoices are dispersed for clients and outside agencies responsible for fees.
- CCOFP
 - BC Child Care Fee reduction Initiative
 - Monthly audit of CCOFP number for month end numbers provided by clubs
 - Claiming CCOFP online
 - Creating fee structures for EZ ChildTrack
 - Submitting hours payable & tracking reimbursements
- Working in alignment to the Freedom of Information and Protection of Privacy Act (FOIPPA)

Qualifications

Education

- College courses completed in accounts receivable

Experience

- Minimum two (2) years of experience in an accounts receivable position
- Experience working with Data Management Systems – preferably EZ ChildTrack

Knowledge, skills and abilities

- Understanding of accounting principles.
- Strong understanding of Microsoft Office products
- Excellent communication skills
- Strong attention to detail and accuracy
- Strong numerical processing ability and data entry skills
- Ability to meet deadlines
- Strong customer service focus
- Proficient in Data Management Systems
- Decision making, problem analysis and problem-solving skills



Working conditions

Registration & Accounts Receivable Coordinator operates in an office environment working a standard work week with minimal travel. This position could be exposed to a high level of noise and distractions from children.

Direct reports

No direct reports

Approved by:	Liz Harper
Date approved:	April, 2019
Reviewed:	Kellie Hawkins