



Job Description

IDENTIFICATION

Position Number	Position Title	
71- 13468	Early Childhood Program Administrator	
Department	Division/Region	Location
Education, Culture & Employment	Inuvik Region	Inuvik

PURPOSE OF THE POSITION

To administer early childhood programs and funding in the Beaufort Delta region in accordance with GNWT Acts, regulations, and departmental policies and standards.

SCOPE

Located in Inuvik, this half-time Early Childhood Program Administrator reports to the Early Childhood Consultant (ECC) and is responsible for the administration of early childhood programs and funding in the region. As a member of the Inuvik ECE Service Centre, the incumbent works closely with the ECC and Manager, Regional Financial Services.

The incumbent verifies and processes financial documents, responds to administrative enquiries and supports the Consultant in the smooth operation of the Early Childhood Program in the Inuvik region. The incumbent uses the Client Management Administration System (CMAS) on a daily basis and the System for Accountability and Management (SAM) systems on a frequent basis.

The Early Childhood Program Administrator operates within a regional budget of \$786,000 in order to provide effective delivery of the Healthy Children's Initiative, Early Childhood Program, Small Community Initiative Program, and Rent/Mortgage Subsidy Program. Providing these services in an effective and efficient manner will ensure that Early Childhood finances are accurate, up to date and that recipients are paid within established time limits.

RESPONSIBILITIES

- 1. Assists the Early Childhood Consultant in the delivery of Early Childhood programs and services for the Inuvik Region.**
 - Completes various work activities and assignments as directed by the ECC.
 - Assists the ECC with the preparation of workshops including, but not limited to, photocopying workshop packages; booking appropriate delivery space; contacting potential participants and compiling evaluations.
 - Assists with the early childhood license data base.
 - Provides interested parties information on early childhood funding
- 2. Provides assistance to ECC in administering ECC programs and services by processing applications for the Early Childhood Program (ECP), Healthy Children Initiative (HCI) and Small Community Initiative (SCI) Program.**
 - Ensure that applications/proposals meet established program criteria and guidelines. Informs the Consultant of any deficiencies; and contacts the early childhood programs as required.
 - Receives and assembles HCI proposals for the HCI Committee.
 - Using the appropriate letter template, communicates HCI Committee decisions to proposers.
 - Ensures copies of all documents such as contribution commitments and payments are distributed as per direction of Manager, Regional Financial Services and/or ECC.
 - Requests additional required information and/or documentation from the early childhood programs such as: business license, Workers Compensation information, board membership list, evidence of required insurance, etc.
 - Ensure that reporting requirements on contribution agreements are met.
- 3. Provides administrative support to processes documents in accordance with the Financial Administration Act and the Financial Administration Manual to ensure accurate and timely processing of transactions.**
 - Prepares ECP, HCI and Small Communities financial documents (contribution agreements, commitments, change orders, journal vouchers, and accountable advances) or review and approval by the Early Childhood Consultant.
 - Works with the Manager, Regional Financial Services to verify the sufficient funding to allow commitments and payments.
 - Verify additions, extensions, and conditions of payment, spending authority, coding and quality of supporting data provided.
 - Review, split, distribute and file requests for vendor and customer information.
 - Receive and verify monthly attendance forms, invoices, and requests for payments. Processes all HCI, SCI and ECP payments according to program requirements and enters required data into CMAS.
 - Reviews ESAM Financial Reports for completeness, accuracy and appropriate back up documentation and forwards to the Administrative Assistant or Manager, Regional Financial Services for final review and approval.

- Verifies and records payment information including: voucher number, date paid, reference number, type of payment (direct deposit/cheque/future payment).
- Ensures all verified SAM payments are recorded in the T-Batch Report.
- Researches and resolves payment disputes that arise and ensures the ECC and /or Manager, Regional Financial Services are informed of each dispute in a timely manner.
- Takes corrective action, in consultation with the ECC or Manager, Regional Financial Services, on financial documents that are in error;

4. **Assists in promoting the Early Childhood Program within the Inuvik Region.**
 - Promote Early Childhood Programs, and Health Children Initiative to community organizations including: Small Communities Initiative and Rent/Mortgage Programs.
 - Assisting and supporting communities and organizations to access funding for programs and services.
 - Assists in the preparation and distribution of a variety of communication tools including, but not limited to: the distribution of newsletters, information packages on the ECP programs and licensed early childhood programs; the sharing of relevant resources and information and collection of information from facilities.
5. **Performs other related clerical and support functions in support of the Regional Office.**
 - Performs back up administrative support for the Administrative Assistant as required.
 - Updates / creates program statistics using Excel software.
 - Participates in training programs identified in Performance Appraisal or as directed by the ECC or Regional Superintendent.
6. **Maintains departmental records management system for all O&M, Contribution Agreements and Client and Vendor files in accordance with the Operational Records Classification System (ORCS) and Administrative Records Classification System (ARCS).**
 - Works closely with the Administrative Assistant to ensure all program related documents are maintained in accordance with procedures required by the Manager of Finance and Administration.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE

The majority of the incumbent's time will be spent in program administration; preparing contribution agreements, reviewing request for payments to ensure adherence to program guidelines, preparing payments and ensuring that reporting requirements are met.

- Proficient knowledge with computer systems and tools for the purposes of word processing (Microsoft Word), presentations (PowerPoint), spreadsheet (Excel) and communications (E-mail).
- Knowledge of GNWT acts, policy and guidelines.
- Knowledge of and experience in early childhood best practices.
- Knowledge and experience in basic accounting functions, such as Accounts Payable.

SKILLS AND ABILITIES

- Ability to verbally respond to inquiries from members of the community and general public concerning early childhood development programs and services.
- Ability to communicate effectively verbally and in writing and work with people in an effective, tactful manner. Ability to write concisely, to express thoughts clearly and to develop ideas in a logical sequence, handle complex oral and written material and exercise discretion in the handling of confidential information.
- Ability to interpret and apply policy, financial and procedural documents and explain them accurately and clearly to clients. Therefore, the incumbent must have effective analytical skills. Attention to detail is critical. Demonstrated ability to deal accurately with program reporting and explain results to ECC, vendors, or customers.
- Ability to interpret financial statements and reports.
- Strong organizational and time management skills.
- Training in CMAS and SAM is an asset.
- Proficient in data entry skills with ability to work in automated information system (CMAS).
- Ability to maintain a records management system.
- Ability to deal with interruption and balance workload.

Typically, the above qualifications would be attained by:

Certificate/Diploma in early childhood education and 2-3 years administrative experience skills or 2nd level of a recognized accounting designation and 4 years' experience in an early childhood education setting.

ADDITIONAL REQUIREMENTS

Position Security: Position of Trust – criminal records check required

Driver's License: Valid Class 5 Driver's License

WORKING CONDITIONS

Physical Demands

The incumbent spends most of the time in a sitting position at a desk with a computer, with frequent opportunity to move about.

Environmental Conditions

Incumbent works in a busy, open work environment with frequent disruptions, which can impact one's ability to concentrate.

Sensory Demands

The Incumbent spends most of the time entering, comparing, reviewing financial data held in both electronic and paper based systems. Accuracy and completeness are critical. This requires a high degree of concentration and attention to detail which can lead to a sense of fatigue. The Incumbent also spends considerable time on the telephone dealing with a variety of issues concerning finance and administrative issues/problems.

Mental Demands

The incumbent is faced with the pressures of deadlines and competing priorities, coupled with the need for a high degree of accuracy, accountability and thoroughness. This can be a source of stress and frustration. Contacts with funding recipients can be taxing when recipients are demanding or frustrated; patience and tact are required in dealing with others.