



194 Avondale Ave,
Stratford, ON N5A 6N4
www.avoncoop.com

**Avon Co-operative Nursery School
Job Posting
Administrative Assistant/Bookkeeper**

Avon Co-operative Nursery School has been an active part of the Stratford area since 1953. We are a parent-run co-operative nursery school serving children ages 18 months - 5 years. Our program runs 5 mornings per week from 8am until noon, September through June.

POSITION SUMMARY:

We are currently seeking a part time Administrative Assistant with bookkeeping/payroll experience to begin immediately. The position would be 5 mornings per week.

DUTIES AND RESPONSIBILITIES:

- Providing general receptionist duties; including communicating via phone and email, as well as in person
- Ensuring files and forms are up to date, complete, and filed correctly
- Responsible for the day to day banking of the Nursery School
- Tracking and reconciling Accounts Payable, Accounts Receivable, payroll, and expense reports
- Ordering office supplies and completing cost analysis when necessary
- Picking up the mail on a regular basis

QUALIFICATIONS & EXPERIENCE:

- Experience working with young children (18 months - 5 years) is a definite asset
- Experience with QuickBooks or equivalent
- Experience with Pre-Authorized Payments is an asset
- In depth knowledge of Excel and Microsoft Office programs and Gmail
- Able to work as part of a team and individually
- Must have the ability to communicate accurately and clearly both orally and in writing; pleasant telephone manner
- Excellent problem solving and people skills; able to think on your feet especially in stressful situations
- Must have superior organizational skills, accuracy, and attention to detail
- Excellent time management skills; able to plan ahead, prioritize, and complete tasks in a timely and orderly manner
- Must be able to maintain focus in a fast-paced, busy, noisy environment
- Being a Registered Early Childhood Educator is an asset, but not required.

OTHER:

- A Valid Vulnerable Sector Police Check is mandatory prior to start date.
- Valid Standard First Aid CPR C or a willingness to obtain.
- Valid driver's license with access to a vehicle.

Please email Cover Letter and Resume along with References to: hraoncoop@gmail.com

Deadline: Applications will remain open until filled.

Only those selected for interviews will be contacted.