



POLICY 2.1.18
Job Description: ELC Finance Assistant
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PURPOSE

The ELC Finance Manager is an integral part of the KCS Early Learning Center Administrative team. This person works closely and is accountable to the ELC Director, as well as working closely with the school Accounting department, to establish and monitor all aspects of the finances of Kamloops Christian School Early Learning Center.

KEY RESPONSIBILITIES

1. Provide financial, business, and management support to KCS ELC.
2. Reporting to the ELC Director, and as a key member of the ELC leadership team, contribute to the continuous work of building a strong vibrant ELC culture by supporting all areas of financial and administrative support for the ELC
3. Contribute to the development, maintenance, and improvement of all communication and documents used to clarify the ELC's policies and procedures, both the clientele and staff.
4. Ensure that any risks and liabilities that may impact the ELC due to compliance with external organizations (ex: Government reporting) are managed and appropriate mitigation, reporting, or interventions are put in place.
5. Support the ELC Director, and consequently staff and families as needed, with respect to human resource concerns.
6. Contribute to the responsible stewardship of school resources through the effective creation and management of budgets, staff certifications, and other necessary oversights.

MANDATORY REQUIREMENTS

- Successful completion of High School (Grade 12)
- Christian faith consistent with KCS Statement of Faith

DESIRED QUALIFICATIONS

- Working knowledge of both Google and Microsoft Applications
- Bookkeeping/ Accounting experience
- Sage 50 or equivalent software experience and/or certification

KEY CRITERIA

1. High level of detail and organizational skills
2. Ability to work independently and complete tasks by necessary deadlines
3. Expert listener who has a high level of capability to focus on the audience, understand and

process information quickly, empathize, intuitively understand unspoken issues and respond effectively and appropriately.

4. Strong communicator who helps put people at ease and explains situations and policies clearly