

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT
(CHILDREN'S SERVICES & NEIGHBOURHOOD DEVELOPMENT DIVISION – BUSINESS SUPPORT –
LOCATION- 28 JAMES ST. N., 6TH FLOOR)

EARLY YEARS CONTRACT COORDINATOR

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

SUMMARY OF DUTIES

Reporting to the Manager Business Support, the Early Years Contract Coordinator leads service provider audit program to ensure compliance to the funding agreement. Identifies service providers who are in contractual default and initiates appropriate follow up. Coordinates funding applications, budget approvals, reconciliations and compliance audits for Early Years service providers. Prepare financial and service data to align with guidelines and meet Provincial reporting requirements.

GENERAL DUTIES

Provides oversight and leads Child Care Systems Program Analysts in the compliance audit program to ensure service providers are meeting the contractual requirements of the funding agreement. Determine if providers are in default and initiates appropriate follow-up, up to and including termination of agreement. Consults with the Manager, Business Supports and Legal Services staff when contractual issues arise.

Conducts reviews of service contracts, financial statements, funding applications, and reconciliations completed by the Child Care Systems Program Analysts to ensure accuracy and quality. Provide input to the goals, training and development and workplans of the Child Care Systems Program Analysts.

Make recommendations to management for improvement to staff skill requirements.

Assists with the hiring and training of related staff.

Manages funding agreements, budget approvals, reconciliations, reporting requirements and compliance audits for specialized service contracts.

Collect performance measure data related to early years programs including audits, development and recommending next steps as related to financial viability and sustainability

Coordinates funding applications, prepares analysis and summary to determine budget requirements. Maintains master summary of all funding approvals. Monitor spending throughout the year to ensure it remains in budget.

Informs and supports the coordination, preparation and monitoring of annual budget for early years program funding.

Analyses expenses and calculates cost associated with child care fee subsidy and Ministry of Education funding allocations. Builds models to forecast fee subsidy utilization and project revenue and expenses.

Analyses, prepares financial and service data for the purpose of Ministry reporting. Inputs data into the Education Financial Information System (EFIS).

Provides background data and information for funding arrangements of service providers through the analysis of financial and service data in the context of larger system issues.

Assists with the development of new business processes in response to internal and external policy requirements.

Receives and answers inquiries from the public, staff, service providers and community agencies.

Maintains and applies current knowledge of Acts, Legislation and Policies and Procedures pertinent to job duties.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated knowledge and experience with business accounting and finance normally acquired by attaining a University Degree or College Diploma in Business, Accounting or a related field or an equivalent combination of education and relevant work experience.
2. A high level of computer and data management skills, including ability to use databases, perform statistical analysis, create spreadsheets, letters and presentations using Word, desktop publishing, Excel or related programs.
3. Previous experience and knowledge of various payroll systems and the Canada Revenue Agency payroll regulations. Must have an understanding of and be able to interpret financial statements. Experience with financial reviews and compliance audits would be an assist.
4. Demonstrated understanding of municipal government operations and its relationships with community partners, other municipalities, Provincial and Federal governments. Experience within the early years sector and working with relevant Provincial legislation in the area of Early Years and Child Care Services.
5. Excellent verbal and written communication skills, with an emphasis on business writing. Ability to create concise written communications to convey contractual obligations.
6. Demonstrated ability to lead and effectively manage projects in a results-oriented environment with ability to plan, assign, and coordinate the work in a team environment.
7. French language would be an asset.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
