

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT **(CHILDREN'S SERVICES & NEIGHBOURHOOD DEVELOPMENT DIVISION – BUSINESS SUPPORT - LOCATION** **– WORK FROM HOME)**

CHILD CARE CONTRACT ANALYST – CUPE 5167

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

Reports to the Project Manager, Early Learning & Child Care. Prepares, negotiates and monitors child care service agreements and contracts with service providers. Coordinates funding applications, budget approvals, reconciliations and compliance audits for child care service providers. Prepares financial and service data to align with guidelines and meet Provincial reporting requirements. Facilitates service system planning, data-analysis, policy interpretation, and performance measurement to maintain legislative compliance for the effective delivery of funded programs. Consults with the Manager, Business Supports and the Early Years Contract Coordinator when contractual issues arise.

GENERAL DUTIES

Determine eligibility of child care service providers for legislated funding initiatives.

Manage, monitor, verify and approve program budgets and expenditures.

Identify and investigate priorities for funding programs ensuring consistency with corporate policies, departmental priorities and strategic directions.

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

Monitor funded programs on a continuous basis to ensure compliance with service agreement.

Prepare regular reports regarding project/program performance to meet funders' requirements.

Provide information and analytical reports requested by the Program Manager and/or the Director on matters pertaining to child care services for use in planning and developing service responses and reports to Council.

Conduct program reviews, prepare reports detailing data analysis, program and financial compliance review findings and recommendations including corrective action for contractual compliance and continuous improvement.

Identify the information requirements to monitor program indicators and collaborate with the funded programs in the development and gathering of the information.

Develop and maintain quality assurance standards and policies and procedures for the effective administration of the funding. Evaluate financial controls including developing data collection tools, work plans, defining scope, intent, measurements and timeframes of the program or financial reviews.

Respond to issues and inquiries from citizens, staff, representatives from service providers and the Ministry of Education.

Effectively manage contentious situations which may require interaction with external Boards and Directors and other government agencies.

Monitor community trends and report relevant findings

Perform other duties as assigned which are directly related to the major responsibilities of the position.

Work 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.

QUALIFICATIONS

1. Demonstrated knowledge and experience with business accounting and finance normally acquired by attaining a University Degree, Accounting or a related field or an equivalent combination of education and relevant work experience.
2. Demonstrated understanding of municipal government operations and its relationships with community partners, other municipalities, and Provincial and Federal governments. Experience working with relevant Provincial legislation under the Child Care & Early Years Act and related, programs, policies, directives and local business processes.
3. A high level of computer and data management skills, including ability to use databases, perform statistical analysis, create spreadsheets, presentations and training material using Word, desktop publishing, Excel or related programs.
4. 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 asset.
5. Must excel at planning and organizing. Must be self-motivated and capable of working independently and as part of a team. Proven ability to adapt and meet competing deadlines.
6. Demonstrated financial management skills including the development, implementation and monitoring of budgets. Thorough knowledge and understanding of mandates, regulations and policies relating to Children's Services.
7. Excellent verbal and written communication skills, with an emphasis on business writing. Ability to create concise written communications to convey contractual obligations.
8. French language communication skills would be an asset.

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

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