



Employment Opportunity

**YMCA Northumberland is currently accepting applications
for the following Contract Position:**

Coordinator, Accounting Children's Services

Wage Range: \$22.00 - \$24.00 per hour (commensurate with experience)

Position Status: Full-Time; 40 - hour work week

Contract Position until December 31, 2026

Placement: September 2026

Position Summary:

The Coordinator, Accounting Children's Services is responsible for managing, processing and reconciling the invoicing and receivables for YMCA Northumberland's childcare operation. The Coordinator is the point of contact for parents'/caregiver inquiries regarding child care accounts. The Coordinator reports to the Director, Children's Services and ensures best practices and standards in administrative processes and operating systems are being met. The Coordinator performs all duties in accordance with YMCA Northumberland's mission, vision and values.

Responsibilities:

- Demonstrates in depth knowledge of policies, practices, and operating standards of YMCA Northumberland
- Responsible for the monthly childcare billing of accounts and related tasks associated with the process and responsibly managing payment methods of families and agencies
- Manages and supports the processing and reconciliation of monthly County Funding submissions for child care and other funding sources i.e. various Children's Aid Societies
- Manages payments related to child care, directing collections actions and working with families to setup payment plans
- Provides audits on all child care centres ensuring best practices with regards to the billing process are being applied
- Liaises with appropriate staff to ensure accounting/administration deadlines are met in a timely manner or as mandated by a governing body
- Prepares files for new registrants
- Supports the Manager, Program Integrity with documentation of all related child care administration processes as directed
- Commits to the Association's annual campaign
- Commits to ongoing learning
- Other duties as assigned

Competencies:

- Relationship Building and Partnering
- Results Focused
- Teamwork and Collaboration
- Effective Interpersonal Communications
- Ethics and Self-Management

Qualifications:

- College Diploma and/or Accounting Certificate
- Minimum two years' experience processing accounts preferred
- Excellent computer skills and knowledge of MS Office applications
- Valid First Aid and CPR training
- Police Vulnerable Sector Check
- Valid Driver's License

Work Environment:

- Full-time position of 40 hours per week
- Flexible work week is required based on position and required deadlines

YMCA Northumberland is a growing service organization and charity, with over 350 employees and 130 volunteers based out of Cobourg with Membership Centres in Cobourg, Brighton and Campbellford. YMCA Northumberland also operates 25 licensed Child Care Centres and 5 EarlyON Child and Family Centres focusing on child development across Northumberland. At YMCA Northumberland, we celebrate and embrace diversity in all its forms. We welcome applicants of all orientations, genders, ethnicities, abilities, and backgrounds. We believe that a diverse workforce enriches our community and fosters innovation. We are committed to creating an inclusive environment where everyone feels valued and empowered to contribute their unique perspectives. Accommodation is available on request for candidates taking part in all aspects of the selection process.

Together, we strive to build a brighter future for all.

Join YMCA Northumberland in building a community where everyone can shine! We strive to offer vital programs and services that nurture the spirit, mind, and body to ignite the potential in everyone, wherever they may be in their life journey

Please submit a letter of application, resume and copies of all qualifications by September 11th, 2026 to:

Kasie Taylor, Director - Children's Services
YMCA Northumberland
339 Elgin Street West, Cobourg, Ontario K9A 4X5
kasie.taylor@nrt.ymca.ca

We appreciate all applications. However, only those being considered for the position will be contacted.