

Position Title: Childcare Compliance Analyst

Department/Division: Housing & Social Services

Reports to: Manager, Social Services and early Years



Number of vacancies: 1

Bargaining Unit: CUPE

Hours of Work: 35 hours/week

Rate of Pay: \$33.69 - \$42.00/Hour

Job Posting Closing Date: June 17, 2025

Comprehensive Benefits Plan

Defined Benefit Pension Plan - OMERS with Employer-matched contributions

Opening Statement

The City of Kingston is grateful to experience the traditional territories of Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat). Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government. At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities. As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services of the highest quality. Within our highly ethical environment, you'll embrace accountability by consistently going above and beyond, actively listening to our customers, creatively addressing their needs, and maintaining unwavering respect for all individuals you serve. As a result, you'll become an integral part of our qualified and dynamic team, recognized for its compassion, excellence, integrity, inclusivity, and adaptability.

Job Summary

The Childcare Compliance Analyst provides technical, analytical, and evaluative expertise to ensure that the allocation, administration, and reconciliation of Early Learning and Licensed Child Care (ELLCC) system funding, complies with provincial guidelines and municipal policy.

Relative to the Canada-Wide Early Learning and Child Care (CWELCC) program, this position actively interfaces with Licensed Child Care Operators through both on site visits and remote communications, to analyse budgets, revenues, and expenditures, with the intent to assess program viability, eligibility of expenses, profit thresholds and funding compliance.

Under the guidance and direction of the Manager, Social Services and Early Years, this role is responsible for informing the development of procedures, processes, and tools to support compliance related activity and decision making.

In addition to CWELCC, this position supports the administration of other program funding, and analyzes interrelatedness of funding lines, providing recommendations re same.

KEY DUTIES & RESPONSIBILITIES

- Develops and maintains a thorough and current understanding of all Children Services related provincial funding guidelines and municipal policy.
- Supports and ensures financial accountability through analysis of complex Operator business plans, budgets, procurement practices, profit thresholds, accumulated reserves, and audited financial statements, in an accurate and timely manner.
- Makes sound and informed decisions with respect to eligibility (or ineligibility) of individual Operator expenses and advises Operators accordingly, providing rationale for each decision, in accordance with the Ministry of Education's CWELCC guidelines and the City of Kingston's requirements.
- Undertakes compliance assurance related site visits and follow-up communication with Operators.
- Undertakes critical reviews and analysis of License Childcare Operator applications applying a risk management perspective, including all supporting financial and program data, for participation in the CWELCC program.
- Provides related recommendations and/or actions required regarding Operator approval/denial for CWELCC.
- Develops and maintains effective administrative systems for tracking compliance status of individual Operators.
- Use multi-faceted strategies to assist Operators with moving into compliance with CWELCC guidelines and related Contract requirements, as required.
- Undertakes difficult conversations and resolves contentious situations with system service providers in a confident, respectful manner.
- Develops and maintains positive relationships with local Early Learning and Child Care service providers, particularly Licensed Child Care Operators participating in the CWELCC program.
- Develops and provides regular updates and reports regarding individual Operator compliance and at an aggregated level regarding sector compliance.
- Recommends changes to policies and procedures along with rationale for such changes as needed.
- Provides financial information related to compliance to staff members and internal/external clients as required.
- Complies with provincial and City occupational health and safety legislation, regulations, policies and procedures.
- Participates in working groups and/or on committees as required.
- Maintains confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Other duties as assigned.

QUALIFICATIONS, COMPETENCIES

- 3-year degree.

- Minimum 2 years' experience in financial compliance, quality assurance, or auditing, with responsibilities performing critical analyses of business practices and/or regulatory funding compliance requirements.
- Demonstrated experience interpreting provincial or other governmental guidelines and directives is required.
- Direct experience in program funding oversight and administration is required.
- Additional education and/or experience in Early Childhood Education is an asset.
- Must demonstrate corporate values of Belonging, Collaboration, Accountability, and Innovation.

Skills, Abilities, & Work Demands

- Demonstrated ability in using complex information to make sound judgements and decisions.
- Proven analytical and problem-solving skills, interpreting and analyzing a wide range of qualitative and quantitative data.
- Advanced Microsoft Office Skills (Word, Excel, Teams and Powerpoint). Advanced Financial spreadsheet software skills preferred.
- Understanding of accounting and bookkeeping methods, techniques, and objectives.
- Knowledge of the Child Care and Early Years Act 2014 is an asset.
- Knowledge of or ability to obtain knowledge of child care management systems.
- Knowledge specific to financial and business practices related to commercial and non-profit business is an asset.
- Effective verbal and written communication and presentation skills, with the ability to present information to diverse internal and external groups.
- Time management, organizational, prioritization, and multi-tasking skills.
- Strong execution skills on timelines for completion with attention to detail and accuracy in work.
- Understanding of research, data analysis, and evaluation concepts.
- Ability to work independently and as part of a team effectively.
- Ability to maintain a high degree of confidentiality at all times.
- Must possess and maintain a valid class "G" driver's license and a satisfactory driver's abstract.
- Ability and willingness to travel to off-site locations is required.
- Must obtain and maintain a satisfactory criminal record check, including vulnerable sector.

Closing Statement

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca.

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required

for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.