



<b>POSITION</b>	Director, Finance
<b>DEPARTMENT</b>	Operations
<b>REPORTS TO</b>	Vice President, Operations
<b>SALARY RANGE</b>	\$105,000 to \$137,000

As part of a team of passionate, collaborative, and skilled professionals, the Director, Finance is a key member of the Operations Team, with a focus on a broad range of bookkeeping, accounting, governance and reporting tasks at the Royal Columbian Hospital Foundation (RCHF). This role contributes to the overall success of the portfolio by ensuring strict oversight of donor funds, maintaining impeccable financial records, providing timely and accurate reporting, and achieving operational efficiencies.

#### **ABOUT ROYAL COLUMBIAN HOSPITAL**

Royal Columbian provides the highest level of care to the most critically ill and injured from throughout the region and province. We are a provincial referral centre for cardiac care, trauma, neurosciences, high-risk maternity, neonatal intensive care, and mental health. No other hospital in the province provides this level of care, or offers all these services, on one site or in such high volumes.

#### **ABOUT THE FOUNDATION**

Royal Columbian Hospital Foundation (RCHF) is an independent charitable organization that raises millions of dollars each year to fund major projects, priority equipment needs, facility enhancements, research, education and innovation at RCH. Supported by thousands of individuals, businesses, community groups and foundations, RCHF strives to achieve its vision to inspire giving and grow funding so patients have access to the best in health care at Royal Columbian Hospital.

#### **KEY AREAS OF RESPONSIBILITY**

##### **Bookkeeping**

- Establish and adhere to practices for payment approvals in accordance with GAAP
- Review payables for coding, approval and GST rebates, and pay invoices or disburse funds to hospital funds and departments
- Prepare monthly financial statements and supporting schedules
- Prepare bank and credit card reconciliations and reconcile online deposits and fees; prepare journal entries
- Reconcile annual revenue to charitable receipts
- Prepare PST/GST returns and rebate applications
- Prepare annual gaming revenue summary report, gaming event reports and charity returns

### **Accounting**

- Provide high-level reporting, analysis and recommendations to management and to Board Finance Committee
- Determine accounting treatment for foundation transactions, designated funds and capital campaigns
- Provide regular and *ad hoc* reports on specific fund activity including revenues, disbursements and activities
- Review and analyze monthly financial statements and supporting schedules and provide recommendations to management
- Track specified and designated donations until final distribution including changes in fund definitions and carry forwards from year to year
- Track equipment, capital commitments and program designated funds
- Prepare draft audited financial statements and notes to the financial statements; prepare audit working files and serve as audit liaison
- Advise senior foundation staff on the preparation of annual budgets
- Calculate cash requirements
- Track special campaigns and report separately on revenues, expenses and distributions
- Provide advice on and monitor foundation investment portfolio

### **Payroll and Other duties**

- Maintain employee records and run bi-weekly payroll using ADP software
- Administer Municipal Pension Plan including bi-weekly payments to MPP and annual reporting
- Prepare Worksafe BC and Employer Health Tax quarterly filings
- Advise on finance software and take part in implementations and upgrades; train others in the use of finance software tools
- Liaise with RCHF pension plan provider
- Liaise with RCHF benefits provider
- Provide advice to management and staff on payroll, benefits, pension and related issues.

## **QUALIFICATIONS**

### **Education**

- University degree in Finance, Accounting, or Business Administration
- CPA designation

### **Experience**

- Five to seven years' experience in an accounting role

(Or an equivalent combination of education and experience).

### **Technical Competencies**

- Proficiency in MS Office suite

- Proficiency with Sage INTACCT
- Familiarity with fundraising software tools
- Advanced knowledge of GAAP and accounting in a non-profit environment
- Understanding of principles of fund accounting
- Familiarity with CRA practices and guidance related to non-profit accounting and charitable organization governance
- Demonstrated customer-service orientation

### **Assets**

- Experience in a healthcare related non-profit environment
- Experience with software implementation
- Understanding of gift processing software and best practices
- Experience supervising the work of others

### **BENEFITS**

- A comprehensive benefits package which includes extended health, dental, insurance, and health spending account
- Wellness and lifestyle spending accounts to support a personal wellbeing
- Municipal Pension Plan (MPP)
- Generous Professional Development Program to develop employees through educational programs, professional designations, conferences, and other learning activities
- Generous vacation policy where all team members start at 20 days of vacation per year (prorated based on the start day for the first year)
- A collaborative and supportive working environment.

*RCHF is an equal opportunity employer committed to hiring on the basis of merit. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, genetic information, national origin, protected veteran status, disability status, or any other characteristic protected by law.*

*RCHF celebrates diversity and is committed to creating an inclusive environment. Through a rich diversity of skills, knowledge, backgrounds and experience, we are better able to serve our community. We encourage all qualified individuals to apply.*

To apply, please send your cover letter and resume via email to: [erin.geary@fraserhealth.ca](mailto:erin.geary@fraserhealth.ca)