



Job Posting: Manager, Finance and Administration
Reports to: Vice-President, Finance and Administration
Position Type: Contract, 12-month
Posting Date: March 24th, 2023
Closing Date: April 12th, 2023
Location: Hamilton, ON - Hybrid Work Model – 3 days on site required

St. Joseph's Healthcare Foundation is looking for a Manager, Finance & Administration to join our team on a 12-month contract in Hamilton, Ontario.

About St. Joseph's Healthcare Foundation:

At St. Joseph's Healthcare Foundation, we're dedicated to raising funds to support the highest priority needs of St. Joseph's Healthcare Hamilton – an academic health sciences centre committed to exceptional patient care, research and the education and training of healthcare professionals.

A leader in healthcare philanthropy in our region, St. Joseph's Healthcare Foundation is accredited through Imagine Canada's Standards Program which recognizes excellence in fundraising, financial accountability and transparency, governance, volunteer involvement and staff management.

As a Foundation team, we work closely with grateful patients, individuals, corporations and foundations, healthcare professionals and research teams at the Hospital to raise and steward funds for vital equipment needs, to help renovate patient care areas at the Hospital, and fund research studies that will inform the future of care.

St. Joseph's Healthcare Foundation Hamilton is looking for a Manager, Finance & Administration to join our team of dedicated, caring and mission-focused professionals who are committed to working together to empower healthcare in our community and are proud to support St. Joseph's inspiring mission of Hope, Healing and Discovery. Read more about us here: <https://www.stjoesfoundation.ca/>

Core Function: Reporting to the Vice-President, Finance & Administration, the Manager, Finance & Administration is responsible for key finance functions of the Foundation including ensuring the accuracy and integrity of the financial records of the St. Joseph's Healthcare Foundation, Hamilton and our Sister Foundation, St. Joseph's Health Centre Foundation Guelph.

Why Work with Us?

- Opportunity to do meaningful work that supports hope, healing and discovery at our Hospital
- Competitive salary range of \$65,000 - \$75,000 annually
- Flexible work arrangements including hybrid work
- Commitment to Professional Development including an annual budget for each employee
- Newly renovated office completed in January 2023

This is a full-time 12 month contract role, located in Hamilton, ON
Hybrid Work Model – minimum of 3 days on site required

Key Accountabilities:

The Manager, Finance and Administration is responsible primarily for (but not limited to):

- Assisting the Vice-President in ensuring the accuracy and integrity of financial data and operations
- Playing a lead role in the design and ongoing development of the Foundation's accounting system – maintenance & integration
- Assisting the VP, Finance with production of monthly financial statements, annual budget, hospital billings, grant administration and tax rebate claims for the Hamilton Foundation and our Sister Foundation, St. Joseph's Health Centre Foundation Guelph.
- All reconciliation and recording of investment activity
- Preparation of the Foundation's annual charity return (T3010) and IRS form 990.
- Assisting and overseeing the function of Finance Officer with respect to accounts payable, lottery administration, bank reconciliations, T4 documentation, and banking cash flows.
- Reconciliation of all revenue recorded in financial system and administrative donor system
- Serving as secretary to the Finance/Audit and Investment Committees
- Supporting the year-end audit process including preparing working files and acting as a resource to our auditors
- Foundation facilities management and serving as main contact for staff
- Preparing reports of designated funds, monitoring balances & handles account inquiries
- Managing the fixed asset and depreciation module; ensuring all assets are properly recorded, amortized and disposed as appropriate.
- Assisting & advising the executive team with finance and administrative policy development
- Acting as back up to the VP and key contact in their absence
- Assisting in other duties as required in furthering the goals of the Finance team and the Foundation.

Skills Required:

- University degree in business administration, finance or accounting and/or equivalent progressive experience
- Professional accounting designation, CPA, is an asset
- Minimum five years of experience
- Advanced level knowledge of accounting principles and standards
- Advanced knowledge of accounting information systems and software
- Strong computer skills including Windows, Microsoft Office and Outlook
- Knowledge of Raiser's Edge and Financial Edge software an asset
- Strong analytical and problem-solving skills
- Detail-oriented with excellent planning, organizational and time management skills
- Excellent communication skills, verbal and written
- Relationship building skills for developing and maintaining effective working relations with all internal and external stakeholders
- Experience working in a not-for-profit environment is an asset
- Willingness to work flexible hours, including some evenings and weekends

Application Procedure

If this role interests you, please submit your resume and cover letter with the subject line **Manager, Finance and Admin** to hr@stjoesfoundation.ca.

Our Commitment to Equity, Diversity, and Inclusion: St. Joseph's Healthcare Foundation is an equal opportunity employer committed to equity, diversity, and inclusion. We aim to reduce barriers and support accessibility and as such, we will accommodate any needs set out under the Canadian Charter of Rights and Freedom, Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code.

As a condition of employment successful applicants will be required to provide proof of full COVID-19 vaccination or proof of a documented exemption on a medical ground pursuant to the Ontario Human Rights Code.

Thank you for your interest in working with St. Joseph's Healthcare Foundation; only those selected for an interview will be contacted.