

Finance Officer

Do you want to be part of a dynamic team that is making significant impact on the advancement of healthcare on Vancouver Island? If so, this position at the Victoria Hospitals Foundation may be your next opportunity!

The Victoria Hospitals Foundation (VHF) works in partnership with Island Health to enable donations to every area of care at Royal Jubilee, Victoria General, and Gorge Road hospitals. As Island Health's charitable partner, we raise donations for medical equipment, special projects, education, and research. VHF donors fund an incredible 40% of the equipment in Victoria General and Royal Jubilee hospitals.

In 2023/24, over \$15.4 million was raised to support our hospitals, including gifts from over 6,600 donors. Since 1989, the Victoria Hospitals Foundation has raised more than \$209 million to benefit our hospitals. Our community has generously funded thousands of pieces of urgently needed medical equipment and special projects to help these hospitals provide care to all 885,000+ residents of Vancouver Island.

We have an exciting opportunity for a **Finance Officer** to join our team. Reporting to the Manager, Finance and Administration, this role is responsible for the majority of the monthly accounting cycle and reporting, preliminary drafts of regulatory reporting, gift processing when required, gift receipting and reconciliations. The Finance Officer act as back-up for the Manager, Finance & Administration and other Finance & Administration team members when one of the team members is out of office.

Key Responsibilities:

- Prepares draft regulatory reports (T3010, GST, PST, Gaming, etc.) for review by Management.
- Ensures compliance with Canadian Accounting Standards for Not-for-profit Organizations.
- Ensures the monthly reporting package is prepared in a timely manner for review including the completion of monthly budget to actual and prior year variance analysis.
- Records approved journal entries and maintains supporting records.
- Prepares monthly reconciliation of restricted and unrestricted fund balances between QuickBooks, RE NXT and Access in conjunction with the Manager, Finance & Administration.
- Monitors and reconciles bank accounts (weekly at minimum).
- Monitors the VHF AP inbox daily, circulates invoices for approval by budget holders, ensures transactions are posted in QuickBooks once coding is completed. Reviews coding provided on expenses and considers appropriateness within chart of accounts.
- Supports gift processing and commits batches as needed.
- Supports the preparation of year end financial statement audit package (materials requested by external audit firm)
- Implements new or enhanced features in accounting software.
- Provides recommendations for improving process efficiencies.

Qualifications:

- A degree, diploma or certificate in a related discipline or an equivalent combination of experience and education.
- Five+ years' relevant experience in a finance role.
- Experience with non-profit organization preferred.
- Advanced knowledge of Microsoft Word and Excel.
- Proficiency with database software such as Microsoft Access would be an asset.
- Experience using QuickBooks Online, or a comparable financial system.
- Experience using Raiser's Edge software, or a comparable relational database.
- Strong analytical skills and outstanding attention to detail.
- Demonstrated initiative to work independently.
- Excellent mathematical and analytical skills.
- Flexible work arrangements may be available including a combination of in-office and at-home work.

Total Compensation Package:

The base salary hiring range for this position is \$61,320 - \$74,000

Salary range is \$61,320 - \$82,960.

This salary is based on a 37.5 hour workweek.

The total compensation package also includes a comprehensive extended benefit package starting immediately, and participation in a defined benefit pension program after 3 months. The time off program includes 4 weeks of vacation per year, paid sick time and other time off to support personal wellbeing. A hybrid work situation may be considered based on experience in the position, office support required and Foundation policy.

About Us:

Our team is highly collaborative with a strong connected purpose. We are passionate about supporting the health and well-being of our community through philanthropy and deeply care about the health of our hospitals. Our team is innovative, supportive and approaches feedback as an opportunity to learn and grow, seeking understanding of different perspectives. We lead by example, hold ourselves to a high standard of professionalism and share the same core values: **Embody trust; Champion Island care; Foster meaningful donor journeys; Elevate and celebrate everything we do.**

Join Us:

Qualified candidates are invited to submit a detailed cover letter and resume in confidence by to VHFHR@islandhealth.ca. Please include "**Finance Officer**" in the subject line. This position will be open until filled. A full job description is available upon request.