

VGH & UBC Hospital Foundation is Vancouver Coastal Health's primary philanthropic partner, raising funds for specialized adult health services and research for all British Columbians. We partner with donors to drive innovation and sustainable health care at VGH & UBC Hospital, GF Strong Rehab Centre, Vancouver Coastal Health Research Institute and Vancouver Community Health Services. Further information about the Foundation is available at [www.vghfoundation.ca](http://www.vghfoundation.ca).

The Finance and Information Systems department is responsible for continuous improvements in the use of information systems and sound data management practices to enhance relations with the community of supporters of Vancouver General Hospital (VGH), UBC Hospital, and GF Strong Rehabilitation Centre, and all the patients of B.C. – past, present, and future – represented by the VGH & UBC Hospital Foundation. It also supports the Foundation's mission by managing a wide variety of functions relating to the financial and fiduciary requirements, operations and development, implementation, maintenance, documentation, use, and support of computer-based information systems and services by supporting the Foundation's infrastructure.

## **Position Summary**

The Accounting Clerk (Part-time, 0.50 FTE) is a key member of the Finance & Accounting Team. This position is responsible for finance and accounting duties including invoice review and cheque requisition processing, primary contact for accounts payable inquiries (cheque and payment details), and responsible for maintaining the Finance filing system of hard copy files (such as A/P vouchers and cheque registers), handling the annual file boxing and external storage as well as assisting with other projects and duties as assigned.

## **Roles and Responsibilities**

- Accountable for the cheque requisition process, ensuring invoices are properly reviewed for accuracy, correct coding and compliance with terms of reference on the respective Funds.
- Prepares the invoices and requisitions for transport to Accounts Payable each week.
- Ensures cheque register continuity and bring any discrepancies to the attention of the Director of Finance and Accounting.
- Responds to all inquiries in a timely and courteous manner.
- Maintains current and accurate paper and electronic Fund records.
- Maintains (and creates) documentation on processes and procedures related to the position.
- Handles the departmental filing.
- Handles the annual archiving of financial data to offsite storage.
- Prepares for shipping records and files to be stored at offsite facilities. Maintains records of files stored offsite.
- Assists with preparation of annual audit binder documents
- Performs other related duties as assigned. Such duties do not normally change the level of the job.

## **Qualifications and Experience**

- Post-Secondary training in accounting and office procedures is required. Enrolment in a Professional Accounting Program is desirable.
- Experience working in a healthcare not-for profit organization is an asset.
- Must have good analytical and organizations skills with a strong attention to detail.
- Ability to identify and resolve issues independently and to know when to involve the Director of Finance & Accounting.
- Ability to process a high volume of transactions with accuracy.
- Demonstrated ability to prioritize, multi-task, and meet deadlines.
- Demonstrated ability to work with confidential information and exercise tact and diplomacy when dealing with clients (donors, volunteers, prospects, public, hospital staff) in person and over the telephone.
- Excellent customer service, communication (written and verbal) and interpersonal skills.
- Good working knowledge of Microsoft Office suite of products.

- Experience using a financial system and a CRM system desirable. PeopleSoft and Raisers' Edge experience is an asset.
- Ability to work effectively as part of a team and with a diverse group of stakeholders.
- General knowledge and understanding of privacy regulations.

This is a regular, part-time position (18.75 hrs/week) with competitive salary and benefits. Start date: Immediate.

## **TO APPLY**

If you possess the qualifications and experience indicated, please email your resume and cover letter, with "Accounting Clerk" in the subject line, by **October 24, 2017** to:

**Corina Somerville**  
VGH & UBC Hospital Foundation  
190-855 West 12th Avenue  
Vancouver, BC V5Z 1M9

**(email: [hr@vghfoundation.ca](mailto:hr@vghfoundation.ca))**