

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.

Department Summary

The Finance and Information Systems departments are responsible for continuous improvements in the use of information systems and sound data management practices to enhance relations with the community of supporters of 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.

Position Summary

The Accounting and Payroll Officer reports to the Director, Finance & Accounting and is a key member of the Foundation. He/she plays a vital role in this department and is responsible for:

- specialized finance and accounting duties;
- payroll time-keeping and processing the bi-weekly payroll;
- invoice and cheque requisition reviews for Foundation operating and fundraising programs, charitable disbursements, and lottery funds disbursements;
- being the primary contact for fund administration from fund queries to purchase requisitions, as well as responding to Fund Holders, Foundation staff, and others.
- maintaining the department's hard copy files and cheque registers to support all disbursements made and funded by the Foundation;
- coordination of the department's filing system, both internal and external.
- providing back-up and vacation relief for the Accounting Officer;
- assisting with other projects and ad hoc priority tasks as assigned.

Qualifications and Experience

- Undergraduate degree and/or diploma in business/commerce with a focus on finance and accounting is required.
- Enrolment in a Professional Accounting Program is desirable and an asset.
- 3+ years' general accounting experience working in a similar role with a mid to large organization.
- Experience working in a healthcare not-for-profit organization is an asset.
- Good working knowledge of accounting principles, policies, and procedures.
- Must have good analytical skills with 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 multi-task and meet deadlines.
- 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.
- Organizational skills plus excellent written and oral communication skills are a must.
- 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 full-time, permanent position 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 & Payroll Officer" in the subject line, by **September 12, 2018** to:

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

(email: hr@vghfoundation.ca)