

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.

The Finance & Accounting department supports the activities of the Foundation by ensuring timely and accurate financial reporting, maintaining strong internal controls, and managing assets in excess of \$274 million with annual revenue of \$114 million. The 600+ restricted fund balances exceed \$146 million and the value of the endowment fund portfolio is \$74 million. Senior management and the Board rely on this department's specialized knowledge and financial skills to guide their short and long-term decision making and to develop policies to direct Foundation staff activities.

Position Summary

The Senior Accounting Officer reports to the Director, Finance & Accounting and is a key senior member of the Finance and Accounting department. This position requires the ability to manage and multi-task competing accounting & finance deadlines including financial reporting, investments, financial compliance, indirect supervision and guidance of Finance and Accounting staff, oversight of 600+ restricted funds, preparation of audit working papers, support budget and forecast activities, plus other regulatory filings. He/she is responsible for:

- Highly complex and specialized day-to-day activities to month-end and year-end financial reporting and regulatory filings for the Foundation;
- the organization, support, analysis, and evaluation of the day-to-day transactions;
- key financial month-end and year-end functions related to the production of the financial statements and related schedules;
- leading the preparation of various reports, schedules, and government remittances;
- key sections of the annual year-end audit plus other external audits;
- effectively and efficiently handling queries with external and internal clients;
- providing back-up and vacation relief for the Director, Finance & Accounting and for the Accounting Officer;
- assisting with other projects and ad hoc priority tasks as assigned.

Qualifications and Experience

- Professional accounting designation (CA, CGA or CMA)
- Undergraduate degree and/or diploma in business/commerce with a focus on finance and accounting
- Strong working knowledge of not-for-profit GAAP accounting standards, policies, and practices
- Preferred candidate must have: experience handling a full set of books for a non-for-profit entity including financial statement preparation with notes in good form along with the year-end audit working papers
- Minimum 5 to 7 years of progressive accounting & finance related work experience in a similar role preferably in the not-for-profit sector and charitable industry
- Minimum of 2-3 years supervisory experience
- Strong working knowledge of registered charities, CRA rules and regulations, and policies of BC Gaming Policy and Enforcement Branch is an asset
- Must have superior analytical skills with strong attention to detail
- Strong business acumen; excellent judgment and decision making skills and the ability to draw conclusions from research and report on findings that is clear and concise

- Demonstrated ability to multi-task and work well under pressure; establish and manage priorities to meet deadlines
- Proficient, with a good working knowledge of Microsoft Office suite of products
- Experience using a financial system and a CRM system is required. PeopleSoft and donor database management systems (Raiser's Edge) is an asset and highly desirable
- Exceptional interpersonal skills plus excellent written and oral communication skills
- Outstanding organizational and time management skills
- Strong work ethic and commitment to "get the job done"

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 "**Senior Accounting Officer**" in the subject line, by **September 12, 2018** to:

Corina Somerville
VGH & UBC Hospital Foundation
190 - 855 West 12th Avenue
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(email: hr@vghfoundation.ca)