

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).

## 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 Officer reports to the Director, Finance and Accounting and is a key member of the Finance and Accounting department. This position addresses tight deadlines and requires the ability to multi-task on competing accounting & finance deadlines including financial reporting, ensuring financial compliance, and other tax, audit, regulatory functions. He/she is responsible for:

- complex and specialized finance and accounting duties;
- key financial month-end and year-end functions related to the production of the financial statements, related schedules, and audit working papers;
- multifaceted and complex bank reconciliations (x7) and balance sheet account reconciliations;
- key sections of the annual year-audit plus other external audits;
- preparation of various reports, schedules, and government remittances.
- providing guidance and support to external and internal clients.
- providing back-up and vacation relief for the Accounting Coordinator and for the Senior 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.
- Good working knowledge of not-for-profit GAAP accounting standards, policies, and practices.
- 5+ years' accounting & finance related work experience in a similar role preferably in the not-for-profit sector and charitable industry.
- Must have superior analytical skills with strong attention to detail.
- Knowledge of registered charities, CRA rules and regulations, and policies of BC Gaming Policy and Enforcement Branch are desirable.
- 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.
- 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.
- 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 "Accounting Officer" in the subject line, by **March 22, 2019** to:

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

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