
Who are we?

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.

The Finance & Accounting Department supports the mission of the Foundation by ensuring timely and accurate financial forecasting, processing and reporting. The department manages assets in excess of \$300 million with annual revenues of \$82 million. The 700+ fund balances exceed \$168 million and the value of the Endowment Fund portfolio is \$84 million. The senior leadership and Board of Directors rely on the Department's financial reporting and recommendations to guide decisions on both short and long-term strategy and to develop policies to direct Foundation activities.

What's the opportunity?

The Accounting and Payroll Coordinator reports to the Director, Finance & Accounting and is responsible for specialized finance and accounting duties with the primary focus on accounts payable (all aspects of the cycle from processing to cheque register stage); payroll time-keeping and processing the bi-weekly payroll sheets; invoice and cheque requisition reviews for Foundation operating, fundraising, and lottery programs; and maintaining the department's hard copy files of invoice vouchers and cheque registers.

The Coordinator is also the primary contact for all inquiries relating to accounts payable, cheque requisition and payments, expense reimbursement, and payroll timekeeping. Other duties include providing back-up and vacation relief for the Accounting & Payroll Officer, assisting with departmental record-keeping, supporting the broader needs of the department, and assisting with other projects and ad hoc priority tasks as assigned.

What do you bring?

- 3+ years' general accounting experience and use of financial and CRM systems
- Undergraduate degree and/or diploma in business/commerce with a focus on finance and accounting
- Ability to process a high volume of transactions with accuracy
- Effective interpersonal, written and oral communication skills
- Collaborative working style and proven ability to interact tactfully with diverse stakeholders
- Ability to work effectively as part of a team and with a diverse group of stakeholders
- Ability to identify and resolve issues independently and to know when to involve colleagues or escalate to a manager
- Ability to task switch and meet deadlines under time and resource constraints in a complex, fast-paced environment
- Analytical skills with strong attention to detail
- Completion of or enrollment in a professional accounting program is an asset
- Experience working in a similar role within a mid to large Foundation/Charity/non-profit organization is an asset
- Experience working in a healthcare non-profit organization is an asset

- PeopleSoft and/or Salesforce experience is an asset

What do we offer?

The successful candidate can expect a competitive starting salary between \$47,663 and \$54,473, depending on experience. Additional variable pay, benefits, pension, flexible working arrangements, investment in professional development and subsidized access to fitness, cycling and parking facilities all contribute to a top-notch total rewards package.

To apply

If you possess the qualifications and experience indicated, please email your resume and cover letter in a single pdf file, with “[Your Name], Accounting & Payroll Coordinator” in the file name and email subject line, to hr@vghfoundation.ca by 9 am on Monday 19th October