

### 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](http://www.vghfoundation.ca).

The Finance & Accounting Department supports the mission of the Foundation by ensuring timely and accurate financial forecasting, processing and reporting. It professionally and proficiently delivers diligently in the background, in a core supporting role, to ensure the financial and fund management operations run smoothly and all regulatory filings are current so other departments can focus on their objectives and raise philanthropic dollars for health care through our Foundation.

The department manages assets in excess of \$400 million with annual revenues of \$80 to \$100 million. The 700+ fund balances exceed \$177 million and the value of the Endowment Fund portfolio is \$134 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?

Reporting to the Director, Finance & Accounting, the Senior Accounting Officer – Projects is the primary accountant for the Foundation's two real estate investment properties – Windermere and Demarco – and responsible for all of the related financial reporting, tax and accounting issues, and comprehensive understanding of all related leases, contracts, and agreements. It also supports other departmental roles.

#### Key Responsibilities:

- Holds primary responsibilities for maintaining the books related to Windermere and Demarco and all related matters including contracts, agreements, obligations, taxes, insurance, and internal controls. The book value of these two properties are in excess of \$100 Million.
- Identifies all financial reporting, tax, and accounting implications on the Windermere and Demarco properties to ensure compliance with accounting standards and all related tax regulations
- Supports and reviews the monthly transactions, reports, etc. received from the Property Management Company, the Bank, and the Tenant(s) of Windermere
- Collaborates with Property Management staff and/or VCH staff in relation to the leases, contracts, agreements, capex items, etc.
- Holds secondary responsibilities for learning and providing support with all of the Foundation finance and accounting departmental functions (not related to Windermere and Demarco)
- Uses sound judgment and critical thinking to identify and diagnose any emerging risks related to the financial and contractual management of Windermere and Demarco, determining optimal course of action and liaising with all necessary parties to resolve

## What do you bring?

- Professional accounting designation (CA, CGA or CPA)
- Undergraduate degree and/or diploma in business/commerce with a focus on finance and accounting or equivalent gained through qualification and/or work experience
- Knowledge, skills and abilities typically found after a minimum of 5 to 7 years of progressive accounting & finance related work
- Strong working knowledge of not-for-profit GAAP accounting standards, policies and practices
- Experience in a similar role preferably in the not for profit sector and charitable industry
- Ability to develop, maintain and nurture relationships with multiple external stakeholders
- Experience using a financial system and a CRM system (PeopleSoft and Salesforce would be highly desired asset)
- Superior analytical skills with strong attention to detail
- Demonstrated ability to work well under pressure and to establish and manage priorities to meet deadlines
- 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”
- Proficient with the suite of Microsoft Office products
- Experience as a Property Accountant and/or an Accountant with a property management / real estate investment company would be an asset

## What do we offer?

This is a full time permanent position. The successful person can expect a competitive yearly base salary between \$76,483 and \$86,912, depending on skill and experience. Additional variable pay, benefits, 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. Start date: **as soon as possible.**

## 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 and “Sr. Accounting Officer” in the subject line and file name, **by midnight on 19<sup>th</sup> August, 2022** to **hr@vghfoundation.ca**

We welcome applications from anyone eligible to work in BC. We encourage applications from Indigenous people, people with disabilities, BIPOC and racialized individuals, people of minority sexual orientation or gender identity, and others who may contribute to the Foundation's organizational diversity and who share the Foundation's values.

As part of VGH & UBC Hospital Foundation’s commitment to the health and safety of our community, including our healthcare partners and donors, the Foundation requires all employees of the Foundation to be fully vaccinated against COVID-19.