



Job Description

Director – Finance & Administration Burnaby Hospital Foundation

JOB CATEGORIES:	Finance
POSITION TYPE:	Full-time (5 days per week)
JOB REGION:	BC – Vancouver and Lower Mainland
LOCATION:	Burnaby
CAREER LEVEL:	Experienced

THE ORGANIZATION

Burnaby Hospital Foundation (BHF) is the philanthropic arm of Burnaby Hospital. The Foundation was established in 1982 to raise financial resources needed for life-saving surgical, diagnostic and medical equipment, innovative tools for patient care, and other community healthcare needs. Since its inception, Burnaby Hospital Foundation has contributed more than \$28 million dollars to the hospital towards equipment from over 80,000 donors in our community. The Foundation's mission is "to raise funds through community partnerships to make Burnaby Hospital the best it can be."

JOB SUMMARY

This is a full-time position for an experienced in finance and administration role to make a strong contribution to the Foundation's success and Burnaby Hospital's transformation. In this role, you will report directly to the President & CEO, acting as the go-to person for everything financial in the organization. You will be responsible for managing the Foundation's administrative functions including financial management and reporting, and administrative systems. You will monitor the financial reporting activities of the Foundation to ensure that the financial information and records are accurate and current. You will also be the key support staff the Finance committee and present occasionally to the Board of Directors. In this hands-on role, your key accountabilities will include:

RESPONSIBILITIES

Accounting:

1. Processing of Accounts Payable including invoice posting, disbursements, and sub-ledger reconciliation;
2. Process and submit all designated fund disbursement requests to the Fraser Health Authority finance department;
3. Reconcile bank accounts, general ledger accounts, designated fund accounts, specified fund accounts, and month-end revenues and expenses, including the tracking and monitoring of equity funds for the Foundation.

Financial Reporting:

1. Review the financial reports generated by Raisers' Edge data system and ensure their accuracy and completeness and reconciliation with monthly financial reports;
2. Develop, analyze and interpret financial information in order to evaluate operating results in terms of performance against budget and other matters bearing on the fiscal soundness and operating effectiveness and efficiency of the Foundation;
3. In collaboration with the CEO responsible for presentation of the annual operating budget to the Board of Directors.
4. Responsible for financial management and reporting including financial analysis, direct mail expense analysis, and specified and designated fund reporting.

5. Responsible for the annual tax filing including CRA and T3010 reports.

Finance:

1. Responsible for planning and conducting the Finance Committee meetings and work closely with the Treasurer.
2. Responsible for the planning and development of the annual operating budget in collaboration with the CEO and the management team;
3. Responsible for treasury management including cash flow forecasting and managing all bank and investment accounts;
4. Evaluates existing financial systems and internal controls. Recommend and implement appropriate improvements as needed;
5. Coordinates and supervise the year-end audit with external auditors.

QUALIFICATIONS

- Preferred recognized accounting designation (CPA);
- Minimum 5 years of progressive experience in a related position, preferably in a not for profit organization;
- Payroll and benefits administration an asset;
- Experience with Raiser's Edge and Simply Accounting/Sage an asset.

To apply for this role, please submit your cover letter and resume to michelle.riyanto@bhfoundation.ca