



Job Description

Senior Financial Analyst Hamilton Health Sciences Foundation

Background

Hamilton Health Sciences Foundation (HHSF) is a registered charitable organization that exists to support patient care, research and education across the Hamilton Health Sciences family of hospitals and cancer center, (Ron Joyce Children's Health Centre (RJCHC), Hamilton General, Juravinski Hospital and Cancer Centre, McMaster Children's Hospital, McMaster University Medical Centre (MUMC) and St. Peter's Hospital.

HHSF is committed to a values-based work environment that is characterized by:

- Caring:** by our pursuit of a donor centered fundraising environment and the team environment in which we work
- Respect:** for our donors our volunteers and each other
- Innovation:** by our celebration of new ideas and challenges
- Accountability:** by our transparency as a corporate entity and our commitment to meet the needs of our partner hospital.

HHSF is committed to the Donor Bill of Rights and to being a donor-centered organization. All members of the HHS Foundation Staff Team support development activities by ensuring the maintenance of accurate records of information on the Raisers Edge database. HHSF is committed to protecting the privacy of our donors and prospects.

Working within this value system the duties of the **Senior Financial Analyst** will include but not be limited to the description that follows.

Position Summary:

Reporting to the Chief Operating Officer, CFO of the Hamilton Health Sciences Foundation, The **Senior Financial Analyst** is an experienced professional with an in depth knowledge of the financial responsibilities of a Not-For-Profit organization.

This position has responsibility for the ongoing daily financial activities for Hamilton Health Sciences Foundation.

Specific responsibilities include, but may not be limited to:

Key Responsibilities:

- Responsible for recording and balancing day-to-day activity in investment portfolio by maintaining a database of investment portfolio activity including monthly balancing by manager, accruals, foreign exchange and market value adjustments
- Accounts Payable functions including data entry of expenses, reporting, month end balancing, eft and cheque generation, sub ledger reconciliation

- Daily / monthly balancing of all bank accounts including clearing cheques, general ledger entries, and monitoring bank activity
- Lottery and Raffle administration including bi-weekly, monthly and final balancing. Financial reporting to AGCO. Staff lottery administration including balancing bi-weekly ticket holders to funds received in a database
- Monthly reconciliation of subledgers, investment accounts and all other balance sheet accounts including fixed assets
- Monthly reconciliation of donation processing (clearing accounts) for revenue recognition. Working closely with Manager Donor Services for donation processing and balancing by fund
- Monthly / quarterly revenue tracking by program and by pay-type
- Reporting of contributions (purchases of equipment/reno's) by site on a monthly basis
- Quarterly fund reconciliation report (600+ funds)
- Assist with preparation of annual Fundraising & Business plan in Financial Edge
- Assist with preparation of the T3010 filing
- Preparation of annual audit materials
- Other projects or tasks as appropriate.

Relationships:

Accountability: **Direct:** Chief Operating Officer, CFO

Indirect: Chief Executive Officer, Hamilton Health Sciences Foundation

Candidate Qualifications

Education/Experience:

- CPA designation or in final stages of Certification
- University degree in Business Administration
- Minimum 3-5 years experience in a similar position
- Experience in Not-For-Profit sector with respect to fund accounting
- Ability to multi-task and prioritize
- Experience with Financial Edge / Raiser's Edge (Blackbaud Software) an asset
- Proficient with Microsoft suite of products

Knowledge, Skill, Abilities:

- Demonstrated superior organization, flexibility, and multi-tasking skills within a team environment
- High degree of initiative and ability to manage multiple tasks and prioritize tasks in a positive and effective manner, meeting critical deadlines
- Accuracy and attention to detail is imperative
- Ability to analyze results and make appropriate adjustments and recommendations
- Demonstrated excellent communication skills (verbal and written), interpersonal, and problem solving skills
- Demonstrated commitment to the highest standards of ethical practice
- Understand the need for professionalism, discretion and patience when communicating with donors, volunteers and staff

Office Location:

- Currently, as a result of the COVID-19 pandemic, HHSF staff are working both remote and in the office. When it is safe to do so, our goal is to work out of the HHSF offices, located in downtown Hamilton.

Working Conditions:

- A Vulnerable Persons Police Check is a requirement of employment.

Interested applicants please submit your application to Naoka Feth at feth@hhsc.ca

HHSF is an equal opportunity employer and will accommodate any needs under the Canadian Charter of Rights and Freedom, Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Hiring processes will be modified to remove barriers to accommodate those with disabilities, if requested. Should any applicant require accommodation through the application process, please contact Naoka Feth (905.521.2100 x 44249 or feth@hhsc.ca) for assistance. If the applicant requires a specific accommodation because of a disability during the interview, the applicant will need to advise Naoka Feth when scheduling the interview and the appropriate accommodations can be made.

We would like to thank all who apply, but only those selected for an interview will be contacted.

Deadline date for receipt of applications is Friday May 21, 2021.