



Peterborough
Regional Health Centre
Foundation

POSITION DESCRIPTION: MANAGER, FINANCE & ADMINISTRATION

Full Time, Permanent - \$85,000 - \$95,000

Peterborough Regional Health Centre Foundation – Passionate About Patient Care

We're shaping the future of healthcare in our region and we're looking for the next great member of our team to join our cause. If you believe as we do, that our mission to transform patient care at Peterborough Regional Health Centre – today and tomorrow – has never been more important than it is right now, read on!

More than 600,000 people from Peterborough and the surrounding area rely on Peterborough Regional Health Centre (PRHC) for world-class, lifesaving care, close to home. PRHC's regional programs support patients from across Peterborough, Northumberland and Haliburton Counties, the City of Kawartha Lakes, parts of Durham Region, and everywhere in between.

Our role at the PRHC Foundation is to inspire donors to fund the equipment and technology that form the foundation of that care – vital investments that are not funded by the government. Together, we bring new, lifesaving services and treatment options to our region, and help our hospital attract the best and the brightest doctors, nurses and staff.

The Role

Reporting to the President & CEO, the Manager, Finance & Administration, is an integral member of the leadership team, and hands-on within the accounting function. This includes the preparation of financial statements, financial analysis, budgets, cash forecast, fund reports, investment accounting and leading the year-end external audit functions. A small retail operation (Gift Shop) falls within the accountability of this portfolio as well.

Core Deliverables

- Plan, implement and manage the finance function of the Foundation.
- Prepare accurate financial statements and corresponding reports.
- Lead the development and monitoring of operational budget.
- Ensure integrity of the Foundation's financial resources and gift entry.
- Ensure compliance with all government regulations for reporting and receipting.

Accountabilities and responsibilities including but not limited to:

Financial Reporting and Analysis

- Prepare and provide timely and accurate monthly financial statements to President & CEO in compliance with Canadian accounting standards for not-for-profit organizations.
- Prepare monthly KPIs and scorecard reports for President & CEO.
- Produce monthly fund reports and account reconciliations.
- Prepare annual budgets, support and coordinate with other managers and directors to develop detailed budget file, calculate variances from the budget and report significant issues to President &

CEO.

- Complete annual Registered Charity Information Return (T3010) and annual HST Return.
- Prepare summary income statement and narrative in support of Board Committee.
- Plan, organize and coordinate year-end close and audit procedures with external auditors, ensuring the accurate preparation of the financial statements, notes, trial balance, working papers and adjustments.
- Prepare monthly financial statements for Gift Shop operation; ensure accounting controls are in place; monitor and manage the effectiveness of the purchasing system and cash flow.
- Ensure financial goals for Gift Shop are achieved through combination of effective expense management, margin setting and purchasing plan, while working closely with Gift Shop Coordinator.

Fund Management

- Record, track and report on all funds for disbursement in accordance with donor designation.
- Disburse funds as recommended by the President & CEO and as approved by the Board, in accordance with governance policies.
- Work with appropriate internal hospital finance team members on disposition and reconciliation of approved disbursements.
- Ensure sufficient funds are available to meet ongoing operational and capital investment requirements.

Management and Leadership

- Motivate, coach, and provide guidance and feedback to staff with a view to creating a finance team focused on high performance customer service, supporting the internal fundraising team, and our donors.
- Manage the finance department, including hiring, training, monitoring work completion, annual performance reviews and performance improvement plans in tandem with President & CEO.
- Set annual operational initiatives for the finance department, ensuring progress and delivery.
- Participate in strategic planning process, at the management level and board level.
- Manage the payroll function, ensuring payroll compliance and accuracy.
- Maintain banking relationships.

Compliance

- Maintain current knowledge and understanding of gifting vehicles, charitable giving legislation, tax treatments and receipting guidelines.
- Ensure annual external audit is completed by managing timeline and preparing working papers and financial statements.
- Comply with all government reporting requirements including the review and completion of HST and T3010 filings.
- Responsible for payment card industry compliance and for controls around debit and credit cards.
- Ensure compliance with the City of Peterborough and the Alcohol and Gaming Commission of Ontario for lottery function.

Operations

- Participate in key decision making as a member of the leadership team.
- Evaluate and maintain accounting, internal control system.
- Maintain accurate computerized accounting and database system using Financial Edge, Raiser's Edge and QuickBooks.
- Oversee and manage financial and CRM systems including leading implementation and upgrades.
- Act as a signing officer, verify payments and ensure the cash forecast supports the disbursements.
- Manage and support the gift processing and receipting program, a key function of the Foundation's

Stewardship Program.

- Other duties as requested by the President & CEO.

Risk Management

- Understand and mitigate key elements of the organization's financial risk profile.
- Report on key risk indicators for the President & CEO throughout the year, with contributing factors and actions in progress and completed.
- Ensure that the organization complies with all legal and regulatory requirements.
- Ensure that the record keeping meets the requirements of the organization, auditors and government agencies.

Skills and Qualifications

- University degree with CPA designation.
- Minimum 5 years managing a team.
- Experience with Financial Edge or similar fund accounting software preferred. Previous experience with Raiser's Edge an asset.
- Thorough understanding of CRA guidelines for charities, including receipting and preparation of T3010.
- Advanced knowledge of Excel.
- High level written and verbal communication.
- Ability to process financial information quickly and accurately.
- Demonstrated ability to work effectively as part of an executive team.
- Ability to work on own initiative to improve results and procedures.
- Ability to prioritize to consistently meet deadlines.

Requirements and Details

- Proof of COVID-19 double vaccination status required.
- Vulnerable Sector Police Check.
- Proof of Education and CPA Designation.
- Some travel required.
- Primary worksite at the Foundation office within hospital environment. Hybrid work option available.
- Passionate ambassador for PRHC and the PRHC Foundation and inspired to support a team of professionals in best practice healthcare philanthropy.
- Must adhere to the AHP & AFP Code of Ethics & Donor Bill of Rights.

How to Apply

Please submit a cover letter and resume with the subject line 'Manager of Finance & Administration, PRHC Foundation', to foundation@prhc.on.ca. Applications will be accepted until 4:00 pm on Friday, May 5, 2023.

We thank all candidates for their interest. Only those selected for an interview will be contacted. No telephone or walk-in inquiries please. All applications are considered confidential.

We're committed to fostering a diverse and inclusive work environment so please advise us of any accommodations needed to ensure fair and equitable access throughout the recruitment and selection process.