



## **JOB DESCRIPTION: FINANCE & ADMINISTRATIVE ASSISTANT**

**PART-TIME**

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### **Position Overview**

Reporting to the Manager of Finance & Administration, the part-time Finance & Administrative Assistant is a key member of the PRHC Foundation team, and essential to our efforts to fund the equipment and technology that empower world-class patient care in our region. This individual supports the finance function, the charitable gift processing function, the Gift Shop function, and delivers excellent front line customer service to PRHC Foundation donors.

The Finance & Administrative Assistant has a wide range of cross-functional responsibilities which support the initiatives of Foundation leadership and team, specifically supporting charitable gift processing, data entry, bookkeeping functions and administrative support.

**Reports to:** Manager, Finance & Administration

**Collaborates closely with:** Gift Processing Officer, Finance Officer, Gift Shop Coordinator, others as required

### **Key Responsibilities**

- Perform bookkeeping transactions including accounts payable, journal entries and bank reconciliations
- Process donations and prepare charitable donation receipts according to CRA legislation and PRHC Foundation policies, and remain current in this area as key back up to Gift Processing Officer
- Coordinate the mailing of charitable donation receipts and support the preparation of appropriate donor acknowledgement and stewardship efforts
- Update the database using appropriate guidance to reflect changes in constituent status, gift processing
- Provide administrative support for Staff 50/50 Lottery, including tracking and printing tickets and performing lottery enrolment maintenance and reporting
- Provide customer service support, creating an incredible first impression for our donors through your work at our front desk, greeting visitors, answering phones, triaging phone calls and assisting in the Gift Shop when required.
- Other administrative duties as assigned, including opening mail and recording incoming donations



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**Other Expectations**

- Maintain donor confidentiality and abide by all privacy policies and procedures
- Adhere to AHP and AFP Codes of Ethics and Donor Bill of Rights
- Maintain skills/knowledge by attending educational sessions and keeping informed of PRHC Foundation policies and procedures
- Be an ambassador for PRHC and the PRHC Foundation

**Qualifications**

- Post-secondary education in Accounting or Business
- Strong technical skills including experience with online resources, word processing, spreadsheet and database applications required (knowledge of Raiser's Edge, Financial Edge and QuickBooks is an asset)
- Prior experience in charitable donation receipting and donor stewardship practices an asset

**Skills, Attributes and Experience**

- Passionate about the work of the Foundation in raising funds to support world-class patient care
- Service oriented with a warm demeanour and a desire to create a great first impression for our organization
- Accurate with meticulous attention to detail
- Organized, self-motivated and resourceful
- Aptitude towards database and information organization
- Excellent written and verbal communication skills
- Able to independently prioritize tasks and willing to take direction during busy times
- Complete confidentiality and discretion, tact and poise, sound judgement
- Sense of humour, energetic, positive attitude
- Flexible and adaptable
- A drive to succeed personally, and to support team success
- Effective and collaborative team player; sharing information freely

**Working Environment**

- Part-time position (some flexibility of hours, up to 24 hours/week)
- Position will be based primarily on-site at the hospital (may occasionally involve attending trade shows/events and related travel)
- Valid driver's license and access to a vehicle is required