

DIRECTOR, FINANCE & ADMINISTRATION

The Peace Arch Hospital and Community Health Foundation is a dynamic fundraising organization committed to raising funds and awareness to enhance health and wellness in our community. We are a passionate team of staff and volunteers that have worked together to raise more than \$100 million in the 25 year history of the Foundation. We are now preparing for our next stage of growth and the launch of our next campaign project.

Position summary

- Member of the leadership team and reports directly to the Executive Director
- Responsible for the financial management, analysis & reporting, information technology, human resources & payroll, and administrative systems for the Foundation
- Establishes and implements short and long term department goals, policies and operating procedures
- Ensures compliance with CRA filings and other regulatory bodies and manages annual audit process
- Primary staff support to Finance Committee and Property Committee

Education & Qualification

- A designated accountant with demonstrated leadership skills and a minimum of 5 years of progressive experience in a related position, preferably with a not-for-profit organization
- Solid knowledge of Generally Accepted Accounting Principles as they apply to not-for-profit organizations
- Solid understanding of CRA regulations and guidelines specific to registered charities
- A team player that can meet deadlines and manage multiple priorities from various internal and external stakeholders
- Well-developed analytical and planning skills, able to provide advice, solve problems, and implement improvements
- Committed to delivering excellent customer service, have strong communication and interpersonal skills
- Strong computer skills (experience with Financial Edge and Raiser's Edge is an asset)
- Outstanding attention to detail and exceptional organization skills

Applicants should send a resume and cover letter including salary expectation by September 11, 2014 via email to Janice Stinson, Executive Assistant at janice@pahfoundation.ca. For more information about the Foundation please visit www.pahfoundation.ca. We thank all applicants for their interest, however only those being interviewed will be contacted.

