

## Senior Accountant



### Join our team to create a better tomorrow for all of us

Senior Accountant will play a critical role in providing timely and accurate financial accounting information and supporting the Foundation's overall financial strategic direction. The position is integral to the full cycle of accounting, budgeting, financial reporting and general office management.

Our Foundation is a powerhouse team of over 70 staff engaged in Ottawa's largest campaign to raise funds to help transform the future of tomorrow's healthcare.

If you're an experienced accountant, and love:

- Supporting organizations with having accurate and timely financial reporting.
- Being a part of supporting the Foundations overall financial strategic direction.
- Collaborating with other teams to improve processes and efficiencies.
- Being a part of impactful and meaningful work that is making a difference to healthcare in our city.

**This role is for you.**

# We want YOU by our side to help transform the future of healthcare.

## POSITION SNAPSHOT

**Position Type:** Full-time Permanent (37.5 hours per week)

**Number of Vacancies:** 1 vacancy

**Reporting to:** Vice President of Finance and Administration

**Number of direct reports:** 1.5

**Annual Salary:** The range for this position is **\$68,433-\$95,267**

**Experience:** A minimum of 5 years of experience

**Vacation:** 4 weeks per annum

**Pension and Medical Benefits:** Includes medical benefits (semi-private hospital, extended health care, vision care, dental care); life insurance; employee and family assistance program; defined benefits pension, and more.

**Location:** Hybrid Role at the Civic Campus

**Languages:** English essential. French an asset.

**Deadline to Apply:** We will start reviewing applications immediately and will continue reviewing applications and conducting interviews on a rolling basis. We therefore encourage candidates to apply early.

## WHAT YOUR JOB WILL LOOK LIKE:

### Financial Reporting

- Preparation of internal monthly financial statements and management reports.
- Maintain accurate general ledger records and prepare monthly account reconciliations.
- Investigate and resolve accounting issues while providing recommendations on improvements.
- Support the annual external audit.
- Prepare all government filings and maintain accurate documentation.

### Budgeting

- Support the preparation of the annual operating budget.
- Review overall budget submissions for completeness and reasonableness.
- Analyze variance monthly and provide insights to management.
- Support cashflow forecasting.

- Prepare Ad hoc reports as needed.

#### Team Leadership

- Supervise and provide direct leadership to accounting staff.
- Oversee the performance and goal setting to accounting staff.
- Oversee the continuous improvement of department workflows.

#### Operations

- Supervises the purchasing/accounts payables/receivables/investments processes.
- Supervise staff lottery operations while ensuring we adhere to all relevant legislation.
- Act as back-up to HR Officer on HR and Payroll.
- Supervise the preparation of reports and responses to financial inquiries.
- Maintain accurate and up-to-date financial procedures and documentation.

#### Office management

- Monitor overall supply purchases while flagging any inconsistencies.
- Provide additional support to various projects as required.
- Work collaboratively and strategically with all members across the organizations to achieve goals.

#### **KNOWLEDGE, SKILLS, ABILITIES:**

- CPA designation preferred
- University or college degree in accounting, finance or related field
- Five (5) years of progressively responsible experience in financial management
- Experience and formal training combined with demonstrated performance
- Advanced knowledge of general business and full-cycle accounting practices
- Knowledge of financial controls and process
- Tech savvy including accounting software, AI, project management software, advanced Excel and other MS Office products
- Ability for forge meaningful and collaborative working relationships with colleagues across the organization
- Diplomacy and tact when enforcing compliance with financial protocols/procedures

#### **Operational requirements:**

- Willingness and ability to work outside of regular business hours when needed.

## HOW TO APPLY

Please forward your resume and cover letter outlining your experience, salary expectations and why you think you would be a suitable candidate for this position to [TOHF-jobs@toh.ca](mailto:TOHF-jobs@toh.ca). Your application should be submitted in Word format and should use the following title: **Firstname\_Last Name\_Manager Donor Engagement**

The Ottawa Hospital Foundation values diversity and embraces an organizational culture that is inclusive and free of bias and discrimination. The Foundation is committed to a board and staff that is comprised of talented and dedicated individuals with a diverse mix of expertise, experience, skills, and backgrounds.

The Foundation does not use AI to screen/review applicants.

We would like to thank all applicants in advance and advise them that only candidates selected for an interview will be contacted.