



Making Moments Matter

Carpenter Hospice is a home in the heart of Burlington that offers both residential-based care and community-based programs to people in the last stages of their lives. It lets residents spend their final days together with loved ones in an environment that is peaceful, comfortable, and meaningful. It is staffed by a dedicated team of professionals and volunteers who provide compassionate, palliative care to meet residents' every need and ensure that each moment counts.

Finance Assistant (Permanent Full Time)

37.5 hours per week

Summary

Reporting directly to the Corporate Services Manager, the Finance Assistant is responsible for the processing of the financial transactions, maintaining the financial records and assisting in the development and the implementation of the hospice's financial policies, its accounting practices, the conduct of its relationships with lending institutions and the financial community, the maintenance of its fiscal records, and the preparation of some financial reports including monthly bank reconciliations.

Accountability

In the role of Finance Assistant, you are accountable to the organization including the Board of Directors, Executive Director, and colleagues, ensuring you perform your duties in accordance with the highest standards and best practices in palliative care, time management and fiscal responsibility. You are accountable to the residents and their families, ensuring we practice ethically, honestly, and efficiently to offer the safest, most sustainable care. You will be accountable to donors, meeting public expectation that funds will be utilized appropriately and provide the best possible return on their investment to best serve residents and the community.

Professionalism

In the role of Finance Assistant, you are expected to demonstrate professionalism through excellence in knowledge, judgement, and behaviour. In the course of your duties, you will consistently demonstrate our core values of respect, honesty, and equity. You will honour confidentiality and the autonomy of the residents and staff. You will demonstrate appropriate conflict resolution strategies and participate in reflective practice to identify challenges and contribute to solutions.

Duties

- Assist and oversee the opening of the mail, identifying payments and the preparation of the cash deposits
- Processing of credit card payments
- Preparing Donation Reconciliation and back-up documents for donor receipting by Database Specialist
- Posting of cash and credit card deposits in Simply Accounting
- Processing and reconciliation of biweekly payroll, including employee set ups, change of status, terminations and R.O.E. production
- Printing payroll reports, prepare postings and updating appropriate reports of payroll results biweekly

- Review of invoices, debit and credit card charges, HST calculations and posting of accounts payable invoices in preparation of cheque productions
- Monitoring of bank and credit card accounts for direct activity and prepare appropriate postings and reporting any unusual activity bringing any suspicious activity to the attention of the Corporate Services Manager
- Preparation of monthly remittances
- Calculating of monthly charges and posting journal entries
- Preparation of the monthly bank reconciliations
- Conduct the monthly inventories of supplies and ordering supplies as required
- File management relating to financial records including electronic scanning of files
- Review RE batches reconciliation
- Provide support in the financial area for such events as Gala, Hike and Golf Tournament
- Assist in maintaining policy and procedure documentation for complex financial and accounting issues
- Maintain current knowledge of regulatory changes and impacts on the organization's books of account
- Other duties as required

Position Requirements

- Post-secondary degree or diploma in Accounting, Commerce or Business Management
- 3 – 5 years accounting experience in a Not-for-Profit organization would be an asset
- General understanding of computerized accounting systems preferably Sage
- Excellent working knowledge of Excel, MS Word and Outlook
- High degree of accuracy and attention to detail while working under tight deadlines
- Good organizational, time management and prioritizing skills
- Strong problem identification and resolution skills
- Excellent interpersonal and customer service skills
- Excellent communication skills both verbal and written
- Ability to interpret and implement company policies and procedures
- Knowledge of Blackbaud's Raiser's Edge would be an asset

Schedule of Hours

Monday to Friday, 37.5 hours per week (may need to work occasional evenings/weekends to meet program/event needs)

Working Conditions

Significant computer use in an office environment with exposure to frequent interruptions. Ability to lift 20 lbs repeatedly and without restriction. Some travel required.

Carpenter Hospice is an equal opportunity employer.

How to Apply

We encourage all candidates with the right skill mix and abilities to please send résumés and cover letters by email to: admin@thecarpenterhospice.com