



Posting #: 2023-003
Position: Finance Coordinator
Posted: January 23, 2023

Finance Coordinator
Full-Time – 37.5 hours per week

JOB SUMMARY:

Carpenter Hospice is an 11-bed home in the heart of Burlington that offers resident-based care to individuals in the last stages of their lives, and community-based programs for individuals dealing with grief or a life-limiting illness. It is an exciting time to be joining Carpenter Hospice as we expand our resident and community services in Burlington and surrounding areas.

The Finance Coordinator is responsible for the processing of all financial transactions and records, including accounts payable, accounts receivable, and processing payroll, and monthly remittances.

The Finance Coordinator is responsible for the preparation of monthly bank reconciliations, and preparation of monthly financial statements and department reports and maintenance of the financial records.

The Finance Coordinator reports to the Manager, Corporate Services and participates in the development and the implementation of the hospice's financial policies, and its accounting practices.

The Finance Coordinator is responsible for the preparation of entries and reports for the annual audit, under the direction of the Manager, Corporate Services.

Key Responsibilities:

- Ensure compliance with accounting policies and regulatory requirements
- Manages the opening of the mail, identifying payments and the preparation of the cash deposits
- Processing of credit card payments
- Manages all financial and accounting data collected
- Prepares Donation Reconciliation and back-up documents for donor receipting
- Posts all deposits in the accounting system
- Processes payroll including the processing and reconciliation of biweekly payroll, including employee set ups, change of status, terminations and R.O.E. production, and printing payroll reports, prepare postings and updating appropriate reports of payroll results
- Review of invoices, debit, and credit card charges, HST calculations and posting of accounts payable invoices in preparation of cheque productions
- Analyze expenditures
- Assist in the developing of budget plans for the organization
- Prepare monthly and quarterly leadership/board reporting
- 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 Manager, Corporate Services



- 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 donor database batches for reconciliation
- Provide support for hospice events such as Gala, Hike and Golf Tournament, etc.
- Maintaining policy and procedure documentation for financial processing and accounting issues
- Maintain current knowledge of regulatory changes and impacts on the organization's books of account
- Other duties as required

The Ideal Candidate:

- Bachelor's degree in economics, finance, accounting, business administration or a related discipline
- 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
- Several years of experience with accounting, payroll, budgeting, procedures and systems, auditing
- Expert knowledge in financial and accounting procedures and regulations
- Strong understanding of computerized accounting systems preferably Sage
- Strong demonstrated expert level use of Excel, MS Word, and Outlook
- Strong analytical and leadership skills
- High degree of accuracy and attention to detail while working under tight deadlines
- Numerical accuracy
- Excellent 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 work under pressure and on tight deadlines
- Ability to interpret and implement company policies and procedures

Other Requirements:

Monday to Friday, thirty-seven and half (37.5) hours per week

- While typical work schedule is normally, Monday to Friday, the ability to work occasional evenings and weekends, to meet hospice program/event needs is required
- Significant computer use in an office environment, requiring extended periods of sitting
- Exposure to frequent interruptions
- Some local travel may be required
- Required to provide a satisfactory current criminal reference check (CPIC) including a Vulnerable Sector Check prior to hire
- Carpenter Hospice has a mandatory COVID-19 immunization policy in place. All applicants will be required to adhere to this policy.

To apply, please email your cover letter and resume to HR@thecarpenterhospice.com



At Carpenter Hospice, we are committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community. Should you require accommodation during any phase of the recruitment process, please indicate this in your cover letter. For any assistance, please contact the Human Resource Department at 905-631-9994 extension 136.

We thank all applicants for their interest in Carpenter Hospice. Only qualified candidates selected for interviews will be contacted.