



Finance Coordinator

Who We Are:

The IWK Foundation is the fundraising partner of IWK Health and is a champion for excellence in women's and children's health.

What We Need:

Reporting to the Manager of Finance, we are looking for a dynamic, purpose-driven individual to join us as our Finance Coordinator. This important role oversees deposit and data entry of all gifts received, manages all accounts payable transactions, and supports preparation of month-end financial statements.

To be successful, you are someone who uses common sense and a can-do approach to ensure consistent and timely entry of all financial data. You have excellent computer skills particularly in MS Suite and databases.

You will support the Manager of Finance in ensuring timely, accurate and complete financial transactions for excellence in monthly financial reporting

Gift Processing and Cash Control (30 per cent)

- With a thorough understanding of cash controls, assist in receiving, depositing, and processing all donor gifts.
- Works closely with the Philanthropy team to ensure data entry of donor gifts are entered and acknowledged as needed in a timely and accurate manner.
- Support Finance team to ensure receipting is completed within organizational timelines.
- Support Finance team to troubleshoot and resolve donor services questions regarding gifts and receipts.
- Import monthly revenue to Great Plains within three days of month-end.
- Prepare and post adjustments to Raiser's Edge as required.
- Support month-end financial statements.

Accounts Payable (40 per cent)

- Follow accounts payable processes, including invoice approval, coding, cheque runs, EFT's and processing of staff corporate credit card claims: electronically and manually filing invoices.
- Coordinate and/or oversee supplier and staff inquiries regarding expense claims and accounts payable status.

Monthly financial statements (30 per cent)

- Support Manager of Finance in preparation of monthly financial statements through bank reconciliation, other account reconciliations, revenue analysis by campaign and appeal as well as expense variance analysis

Who You Are:

You have:

- 3 - 5 years' experience in a similar role with focus on accounting.
- Community College Diploma in Accounting or other similar training.
- Proficiency in Microsoft programs including Word, Excel and Outlook. Experience with Raiser's Edge is considered a definite asset.
- Excellent time management and multi-tasking skills with a focus on meeting deadlines.
- Excellent attention to detail and high commitment to data accuracy.

You thrive working in a fast-paced environment with competing priorities supporting a dedicated and passionate team.

What Do You Do Now?

If this role seems right for you, please provide a cover letter outlining why you believe it is a fit, along with your resume to iwkcareers@iwk.nshealth.ca. We thank all candidates but only those selected for an interview will be contacted.