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Position available:	Chief Accountant
Organization:	McGill University Health Centre Foundation
Employment status:	Contract position (35 hours per week)
Language:	Bilingual (English/French)
Location:	700-5100 de Maisonneuve Blvd. West, Montreal (Quebec)

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In 2015, the McGill University Health Centre (MUHC) and Royal Victoria Hospital (RVH) Foundations partnered after the Royal Victoria Hospital moved to the state-of-the-art Glen site of the MUHC.

Since integrating our Boards of Directors and staff into a single team, we have strengthened our fundraising capacity and contributed record-breaking amounts to support the greatest needs of the Royal Victoria Hospital. To better reflect who we are and our mission, in 2018 we officially merged and we are now one united foundation under the banner of the McGill University Health Centre Foundation. We are focused on inspiring Montrealers to invest in patient care, research and teaching – so that the doctors and researchers of the MUHC can push the limits of what's possible.

## THE OPPORTUNITY

Reporting to the Director, Finance and Administration, the Chief Accountant is responsible for the recording of the financial and accounting activities of the Foundation, including ensuring the accuracy and reliability of the donation and accounting systems. The incumbent will ensure that sound financial practices are exercised while performing their duties and functions.

## KEY AREAS OF RESPONSIBILITY

- Verify all journal entries from Raiser's Edge to Financial Edge for exactness as to cash accounts, dates, amounts, etc.; reconcile both systems on a monthly basis for consistency in totals and allocations;
- Reconcile the bank account on a monthly basis; investigate returned items; liaise with the bank regarding any discrepancies;
- Reconcile credit card transactions processed through Moneris;
- Prepare the monthly journal entry to record investment activities in the various funds managed by CIBC Mellon; along with the appropriate reconciliations and continuity schedules for year-end audit purposes;
- Assist in the preparation of monthly financial statements including supporting reports and variance analysis;
- Assist in the preparation of reports presented to the Board of Directors;
- Verify the monthly chargeback invoice from MUHC;
- Verify the quarterly and annual GST/QST returns for submission to Revenue Quebec;



- Liaise with Donor Relations, Information Systems and Development Officers to ensure efficient and effective reporting between information systems and finance;
- Prepare the Annual Registered Charity Information Return (T3010), the Directors/Trustees and Like Officials Worksheet (T1235) and the Qualified Donees Worksheet (T1236) for submission to the regulatory authorities (CRA);
- Prepare Year-end audit information for external auditors;
- Other tasks as required and assigned by the Director of Finance

## PERFORMANCE STANDARDS

- Maintaining and developing constructive relationships with physicians, auditors, hospital financial leadership and other foundation managers;
- Implementation of action plans, as may be required, to meet the needs of the Foundation.

## EXPERIENCE

- Minimum of 5 years of relevant experience in the field of accounting; experience in the not-for-profit sector would be an asset;
- University degree in accounting; professional accounting designation would be an asset;
- Ability to work in French and English, both spoken and written;
- Excellent organizational, communication and interpersonal skills;
- Impeccable attention to detail, able to multitask and work under pressure in a fast paced environment and respect very strict deadlines;
- Meticulous, discreet when dealing with confidential information;
- Excellent knowledge of integrated financial and database systems would be an asset;
- Excellent knowledge of computer software such as Word, Excel, PowerPoint and Adobe;

We thank you for your interest in the MUHC Foundation and all submitted applications will be considered, however only selected candidates will be contacted for interview purposes.

Candidates must forward their CV and cover letter via email before **January 3, 2019**

### McGill University Health Centre Foundation

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