



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

Our Foundation is currently seeking an individual to fill the role of **Junior Accountant**.

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

Under the supervision of the Director of Finance, the Junior Accountant performs accounting work in recording and retrieving financial details of the Foundation, including maintaining financial records and reconciling statements for the MUHC Foundation.

KEY AREAS OF RESPONSIBILITY

- Preparation and posting of general journal entries
- Daily and monthly reconciliations of accounts
- Bank reconciliations
- Verification of donation batches committed and posted to Raiser’s Edge
- 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
- Analyse and prepare monthly financial statements
- Participate in budget and financial forecasting process
- Preparation of year end audit information for external auditors
- Other responsibilities as required



EXPERIENCE

- Post-Secondary education in Accounting
- 3-5 years of experience in a similar position
- Excellent knowledge of Microsoft Excel and Word
- Good knowledge of Financial and Raiser's Edge softwares would be an asset
- Familiar with integrated accounting systems
- Detail oriented
- Work well in a team environment with minimum supervision
- Bilingual (English/French)

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 **May 6, 2019**.

McGill University Health Centre Foundation
700-5100 de Maisonneuve Blvd. West
Montreal, QC H4A 3T2
Attn: Sophie Picquot
sophie.picquot@muhc.mcgill.ca