

JOB DESCRIPTION: Operations & Finance Coordinator

TITLE

Operations and Finance Coordinator – Full-time

REPORTS TO

Executive Director

POSITION OVERVIEW

As an integral member of the KBRH Health Foundation team, the Operations & Finance Coordinator (OFC) is responsible for supporting the overall operations of the organization, focusing on data entry associated with donations received, data base management, technology advancements, office administration, donor recognition and event support.

The OFC plays an important, hands-on role in the day-to-day operations that support the financial and fundraising activities of the KBRH Health Foundation. Success in this position requires accuracy, efficiency, ability to learn both independently and collaboratively, and ability to multitask and remain organized.

The Foundation strives to adhere to its organizational values of integrity, respect, confidentiality and accountability. All Foundation team members are expected to understand and incorporate these values into their daily work.

CORE COMPETENCIES

- Acumen, Experience and Interest in Finances, Database Management and Technology
- Accuracy, Quality and Detail Oriented
- Adaptability, Flexibility and the Ability to Work Unsupervised
- Communication Skills
- Time Management, Accountability and Dependability
- Analytical and Problem-Solving Skills
- Sound Decision Making and Judgement
- Teamwork, Ethics and Integrity

POSITION RESPONSIBILITIES AND DUTIES

- Front line donor management and communication
- Gift coding and data entry, including tax receipt processing
- Credit and debit card processing
- Online donation management, including EFT and direct deposit reconciliation
- Bank deposit preparation and verification
- Accounts Payable invoice verification, reconciliation and coding; working with key staff members to ensure expenditures align with agreements, contracts and department budgets
- Donor database management with Blackbaud's NXT/Raisers Edge Software
- Cheque signing and distribution, working with key staff members and the Executive
- Provides support for annual operating budget reconciliation

- Instituting and implementation of technology upgrades and changes for the Foundation on multiple platforms including but not limited to:
 - Blackbaud NXT/Raisers Edge Software: methodology changes and expansion of usage
 - Facilitating and implementing a crowd funding platform
 - Lottery Platform and Trellis: management of electronic elements related to gaming events for the Foundation
 - Accounting Software (currently Sage): basic operations
- Funding reconciliation and tracking, in coordination with the Bookkeeper
- Gaming license filing, adjudication, tracking, compliance and assists the Bookkeeper with reporting
- Provides financial reports as required, in coordination with the Bookkeeper
- Supports the Bookkeeper as needed with respect to preparation, completion and filing of any reports as required including but not limited to Gaming, PST, GST, monthly and annual audits, CRA T3010 tax return, events and petty cash reconciliation
- Ensures appropriate filing systems are in place, including archiving and sorting files, as well as maintain current records and permanent files as required, adhering to current Privacy legislation
- Meeting deadlines
- Provides event support as required, including but not limited to revenue entry, budget administration and reconciliation, event logistics, gaming licenses and financial reconciliation, and other additional support required before, during and after the event
- Supports and tracks donor recognition
- Attends and coordinates minute taking for Committee and other meetings as required
- Daily mail processing and office administration
- Documentation of work and preparing reports as required
- Documentation of policies, procedures and workflow for assigned areas of responsibility
- Performs other duties as required

POSITION SKILLS AND COMPETENCIES

- Excellent attention to detail and high aptitude for accuracy when preparing and entering financial information and donor data
- Strong problem-solving skills and ability to interpret financial or other information
- Professional, pleasant and effective approach with a focus on exceptional customer service
- Ability to comply with policy, procedures and follow processes
- Sound analytical thinking, planning, prioritization and execution skills
- Strong focus on quality and ability to work independently to meet deadlines and goals
- Ability to research, advance and implement technology changes
- Demonstrates initiative, results-oriented, excellent work ethic, positive attitude, reliable and dependable
- High level of integrity, accountability and ability to ensure confidentiality of data is maintained
- Self-directed and organized with effective time management skills and ability to multitask while managing competing demands
- Flexible, able to adapt to change and perform other job duties as required
- Excellent interpersonal, verbal and written communication skills
- Team player and donor centric focus
- Must be proficient in Microsoft Office programs including Excel, Word and Outlook

- Finance, bookkeeping, fund accounting and/or banking experience required
- Experience working with Raiser's Edge NXT or other database applications an asset
- Experience with Sage Accounting or other accounting software an asset
- Experience in event planning and/or coordination an asset
- Experience working in a registered charity and working with volunteer groups an asset

WORKING CONDITIONS

- This is an on-site, in-office role
- Manual dexterity is required to use desktop computer and peripherals
- Physical ability to move supplies and provide support for event set up and take down
- Sensitivity and adherence to hospital policies with regards to patient care, confidentiality and safety while on site
- Occasional overtime as required to support events with time off in lieu of pay

COMPENSATION

- Salary Band: \$49,725 - \$67,275
- 5 days/week @ 37.5 hours/week
- Three weeks paid vacation plus flex time
- Comprehensive dental and extended medical benefits

TO APPLY

- Please submit a resume and cover letter to KBHFoundationAdmin@interiorhealth.ca no later than Tuesday August 6, 2024 at 4:00 pm.