



Hospice Calgary has been guiding children, teens, and adults through the grieving process as they face advanced illness and death of a loved one for over 30 years. Our team of professionals provide individual, family and group support as well as 24-hour end-of-life care. We promise to have the difficult conversations about death, dying, and grief while hearing everyone's unique story and responding with compassion.

### Our Workplace

Hospice Calgary believes people are the key to what we do. Each person is seen, welcomed, and recognized for who they are so that they can be their best selves.

### Our Mission

To help families and individuals achieve support, hope, and well-being through compassionate end-of-life and bereavement care.

Applications will be accepted until suitable candidates are found. Only qualified applicants will be contacted.

Submit resume and cover letter with attention to Elaine Crowell, Director of Finance at [hiring@hospicecalgary.ca](mailto:hiring@hospicecalgary.ca)



**WE VALUE AND EMBRACE:**  
**COMPASSION • DIGNITY • EMPATHY**  
**ETHICAL PRACTICE • INCLUSIVENESS**  
**FAMILY-CENTRED CARE • RESPECT**  
**EXCELLENCE • INTEGRITY • EQUITY**  
**AUTHENTICITY • RESPONSIVENESS**



### Join Our Team!

#### Finance Officer, Permanent

0.5 FTE Part-time, moving to Full-Time in 6 Months

#### Position Summary:

The Finance Officer works closely with the Director of Finance being responsible for the management of the organization's financial and accounting processes in accordance with the organization's philosophy, objectives, and policies. Key accountabilities in compliance with accepted professional accounting standards include the effective management of day-to-day finances, budget development and monitoring, financial reporting, capital projects, and oversight of payroll and benefits administration.

#### The Ideal Candidate:

##### ***Is Passionate About Working in a Non-Profit Environment***

The ideal candidate understands that they need experience working in the charitable sector and has a personal commitment to serving the community. They understand and embrace working in a healthcare setting that is focused on supporting people through advanced illness, end-of-life, and grief.

***Is an Experienced Financial Administrator*** – With a minimum of 3 to 5 years' experience in financial administration. Also has previous experience managing direct reports.

***Is a Collaborator & Independent Problem Solver*** – An exceptional communicator and people person, the ideal candidate works as part of a multi-disciplinary team that crosses all three centres of care at Hospice Calgary.

#### Qualifications & Competencies:

- Proven work experience as Finance Officer or similar role
- Experience working in the non-profit sector
- Solid knowledge of financial and accounting procedures, policy, and regulations
- Experience using accounting software
- Advanced Excel skills
- Strong ethics and ability to manage confidential data
- Strong organization skills and ability to quickly shift priorities
- Professional accounting designation, progress towards a designation, or sufficient experience in the field
- Clear criminal record and Child Intervention Check

#### For Complete Job Description and Qualifications:

View the full job description at <https://www.hospicecalgary.ca/careers>

Posted: October 2023