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Hospice Calgary

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## **Finance Officer** **Position Description**

**Position Title: Finance Officer**

**Reports To: Director of Finance**

**Status: .5 FTE, Permanent Part-Time (moving to 1.0 FTE 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 philosophy, objectives, and policies of Hospice Calgary. Key accountabilities in compliance with accepted professional accounting standards include the effective management of the organization's day-to-day finances, budget development and monitoring, financial reporting, capital projects, and oversight of payroll and benefits administration.

The position also contributes to an ethical, safe, and inclusive environment through knowledge and practice of the organization's policies and procedures.

### **Primary Duties and Responsibilities:**

- Performs daily transactions including:
  - Coordinates receipt of donations and fees and preparation of deposits
  - Coordinates the tracking and processing of payables and receivables
  - Maintains the General Ledger and journals
  - Reconciles bank statements
  - Prepares financial statements and reports
  - Updates internal systems with financial data
  - Oversees payroll and benefits administration
  - Maintains appropriate filing of financial records and ensuring proper backup of files
  - Works with accounting (Adagio) and fundraising (Raisers Edge) software
- Prepares and monitors annual comprehensive budgets
- Tracks and produces reports related to funding agreements
- Reviews and implements financial policies
- Champions policy initiatives that support organizational values
- Prepares for, and assists with, scheduled audits
- Supports the Director of Finance through assistance of reports and forecasts for the Finance Committee as appropriate
- Assists the Executive Director with capital projects
- Other duties as assigned

### **Qualifications:**

- 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

- Excellent analytical and numerical 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
- Ability to work both independently and within a team environment
- Clear criminal record and Child Intervention Check
- Values volunteers and understands their role in the organization's success

**Working Conditions:**

- Part-time, on-site hours (2.5 days/week) working alongside the Director of Finance
- Some evening and weekend work may be required (e.g. assisting with special events)