



EAGLE RIDGE
HOSPITAL
FOUNDATION

BOOKKEEPER / ACCOUNTING CLERK

PROGRAM / SERVICE: Eagle Ridge Hospital (ERH) Foundation
LOCATION: 45 Guildford Way, Port Moody BC
REPORTS TO: Executive Director, ERH Foundation
STATUS: Regular Part-Time (22.5 hours per week)

ABOUT EAGLE RIDGE HOSPITAL FOUNDATION (ERHF)

Eagle Ridge Hospital Foundation's mission is to enhance the delivery of health care services in the Tri-Cities through philanthropy and advocacy. ERHF has been raising funds for Eagle Ridge Hospital, and community health care, raising over \$45 million since 1982, bringing new medical equipment and technology to the hands of our health care teams, ensuring the best possible health care is provided to our community. ERHF raises funds through annual campaigns, individual and corporate giving, corporate sponsorship, community foundation grants, service organizations, special events, and legacy programs.

POSITION OVERVIEW

Under the direction of the Executive Director, the Bookkeeper/Accounting Clerk performs financial and accounting functions such as accounts payable (preparing cheques and electronic funds transfers (EFT) payables), accounts receivable, reconciling bank statements, reconciling donations and disbursements by fund, preparing financial reports, assisting with the preparing of annual budgets, completing Gaming Account Summary Reports, charity, GST and PST returns, and preparing necessary documents and liaising with auditors during the annual review. Provides other bookkeeping duties as required. This position is part-time 22.5 hours (3 days) per week.

KEY AREAS OF THE POSITION

1. Performs accounts receivables and accounts payable functions and enters invoices and gift batches into accounting database for operating and gaming accounts.
2. Prepares gift receipts and acknowledgments.
3. Prepares and records EFTs and cheques; verifies accuracy and/or issues.
4. Confirms expense coding accuracy.
5. Prepares monthly reconciliations for G/L accounts, bank statements, donations, and disbursements by fund.
6. Compiles and prepares month-end financials (revenues and expenses) for the Executive Director and Treasurer of the Board of Directors.
7. Tracks and reports on the internal grants, capital and minor purchases the Foundation disburses.
8. Make adjustments to restricted funds as donations and/or distributions are made.
9. Completes and files applicable reports such as GST, PST, CRA, charity and gaming as required.
10. Assists with the preparation of the annual budget.
11. Prepares the necessary documents and provides support to the auditors during the annual review.
12. Provides other duties as assigned.

QUALIFICATIONS

- Grade 12 plus Certificate in Financial Management, Accounting, or related discipline, and three (3) years of recent accounting/bookkeeping experience or equivalent combination of education, training and experience.
- Proficiency in QuickBooks Online (QBO) and Microsoft Office Suite (Outlook, Word, Excel).
- CRM software experience, with Raiser's Edge and Raiser's Edge NXT experience preferred.
- Previous not-for-profit experience, including multiple fund tracking and disbursement, would be an asset.
- Valid Class V British Columbia drivers' license and possession of a personal vehicle.
- Must provide a current Police Information Check (PIC).
- Must be open to flexible hours as required, willing to work some evenings and weekends, on occasion, for meetings and special events.
- Physical ability and willingness to perform the duties of this position in-person.



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PROFESSIONAL / TECHNICAL CAPABILITIES

- Strong interpersonal skills and the ability to function effectively as a member of a team.
- Ability to motivate and work with volunteers, ERHF Board of Directors and Committees, hospital staff, community leaders and donors.
- Excellent communication skills, both oral and written, demonstrating a superior command of the English language.
- Professional demeanor with a demonstrated ability to use sound judgement, tact, and discretion in dealing with a variety of sensitive and confidential issues.
- Ability to plan, implement, organize, prioritize and complete projects.
- Ability to work with minimal supervision and exercise a large degree of independent decision making.
- Demonstrated ability to work under pressure, meet shifting timelines and deadlines, and effectively manage changing priorities.
- Must be accurate, well organized and capable of handling a high volume of work with frequent interruptions and shifting priorities.
- Must be accurate, detail oriented, have excellent keyboarding and data entry skills, and mathematical aptitude.
- Must understand the nature of philanthropy and the critical role of community support in achieving the Foundation's vision, mission and goals.

GENERAL COMPETENCEIS

- **Results Oriented:** achieves expected quality and quantity of output.
- **Cooperation & Teamwork:** willingly accepts assignments and works effectively with teams.
- **Organizing & Planning:** prioritizes, shifts strategy and obtains aid from others.
- **Self Awareness & Feedback:** seeks, listens and accepts feedback from others.
- **Communication:** verbal and written communication is clear, concise, accurate and appropriate.
- **Interpersonal Skills:** interacts productively and courteously with all audiences.
- **Punctuality & Attendance:** arrives at work on time; absences do not interfere with performance.
- **Conflict Management & Resolution:** handles difficult people and situations with tact, sensitivity and diplomacy.

COMPENSATION

Starting hourly rate of \$30.95, commensurate with experience, along with a comprehensive benefits package. As a part-time employee, you are eligible to accrue vacation time on a pro-rated basis, calculated in proportion to the number of hours worked relative to a full-time schedule.

Why Eagle Ridge Hospital Foundation? Beyond a top benefits package and Municipal Pension Plan, as well as professional development opportunities, you will become part of a truly passionate and engaged long-term team; working together to ensure patient-centered care is top of mind in our local communities. Our team values open communication and a positive work culture. If this sounds like a fit for you, we'd love to meet you. Apply today!

At Eagle Ridge Hospital Foundation, we believe in, and promote a diverse, inclusive, and equitable workplace culture to empower and create opportunities for all. We welcome and encourage people of all backgrounds, nationalities, gender identities, sexual orientation, religion, and beliefs to apply.

HOW TO APPLY

Please submit a resume and cover letter detailing your qualifications and interest in the position to Kristina Chung, Executive Director, at kristina@erhf.ca. Applications will be reviewed on a rolling basis until the position is filled.