



Cornwall Community Hospital Foundation (CCHF) is an independent registered charity whose mission is to support the Cornwall Community Hospital in making exceptional care possible. Guided by gratitude, accountability, and respect, CCHF is committed to ensuring our hospital has the resources it needs to save and change the lives of local patients. To ensure that CCH remains a state-of-the-art facility, Cornwall Community Hospital Foundation raises funds to purchase essential medical equipment and technology required by CCH healthcare providers to diagnose, treat, and care for local patients.

**Title:** Financial Administrator  
**Location:** Cornwall  
**Role Type:** Full-Time  
**Hours of employment:** 37.5-hour work week

### **Job Summary**

We are looking for a positive, community-minded individual who has bookkeeping skills, financial acumen, strong attention to detail, and a proactive nature. We are looking for someone who enjoys independent work, wants to contribute to the bigger picture, and can manage deadlines while adapting to change in a fast-paced environment. If this sounds like you and you meet the required experience outlined below, we would love to receive your application.

### **Duties and Responsibilities:**

- Process expenses, purchases, and donor receipts.
- Prepare, manage and administer biweekly payroll including HOOPP pension contributions, reporting, and benefits remittances.
- Support Executive Director to administer financial items related to staffing, including ROEs, T4s, pension and benefit payments.
- Act as primary banking account liaison, working with the Executive Director for approvals.
- Conduct monthly banking and VISA reconciliation.
- Create monthly financial reports (P&L, Balance Sheet, Cashflow) for review by Executive Director and oversight by Board.
- Manage annual insurance needs for the Board and seasonal Foundation activities.
- Maintain the Foundation's various business registrations.
- Manage and complete government reporting, HST, and CRA remittances.
- Learn and manage cash management platforms (EFT).
- Learn donor software system and apply within day-to-day functions.
- Read and interpret investment statements with basic knowledge of investment securities (stocks, bonds etc.) to communicate with CCHF's full-service investment brokerage and the Executive Director.
- If new to the not-for-profit sector, proactively become acquainted with and knowledgeable about CRA requirements for charitable receipts and charitable accounting.
- Support Executive Director in yearly budget and projection allocation.
- Maintain exceptional financial records, contracts, data and estate information.

- Write correspondence related to assigned project work and provide updates on progress.
- Research, recommend, and execute, with the Executive Director's direction, improvements to systems and processes.
- Communicate proactively via phone and/or email to follow-up on accounts receivables, donor queries and donor receipts, lapsed credit card issues, monthly donations, etc.
- Advance the Foundation's relationships with donors by assisting the team in community events as required (2-3 times per year).
- Other duties that may be assigned by the Executive Director.

### **Requirements:**

- 2-3 years' experience with QuickBooks Online.
- 2-3 years' experience with Bookkeeping.
- 2-3 years' experience administering payroll.
- Excellent knowledge of Microsoft Office suite (Excel, Word, and Outlook).
- Proficient learning new software and cloud-based systems.
- Able to communicate financial data and information in layperson's terms for multiple audiences.
- Strong oral, written language skills in English.
- Strong attention to detail and organizational skills.
- High degree of professionalism (i.e., demonstrated competence, reliability and ethical conduct in all aspects of the role).
- Maintain the confidentiality of any and all information related to CCHF.
- Independent, proactive, results oriented, and community minded.
- Ability to develop and maintain a positive, professional and respectful working relationship with donors, colleagues and board members

### **Assets:**

- Ability to converse in French would be an asset.
- Post-secondary education in a related field is an asset.
- Experience with charitable business is an asset.

### **Why CCHF?**

- Competitive salary
- Benefits including health, dental and HOOPP pension (after the completion of the mandatory waiting period)
- Generous paid time off

CCHF is dedicated to building a diverse, respectful and inclusive work environment. If you have a disability or special need that requires accommodation at any time during the recruitment process, please let us know.

Sandra MacLeod, HR Consultant with Turadh Consulting is handling this recruitment on behalf of Cornwall Community Hospital Foundation. Please submit all applications to [sandra@turadhcoachingandconsulting.ca](mailto:sandra@turadhcoachingandconsulting.ca). We appreciate all applications received; however, only those candidates selected for an interview will be contacted.