



RIDGE MEADOWS HOSPITAL FOUNDATION

SUPPORTING THE BEST IN HEALTH

FINANCE COORDINATOR/BOOKKEEPER

PROGRAM / SERVICE:	RMH Foundation
REPORTS TO:	Operations Officer, & Executive Director
STATUS:	Regular Full Time (37.5 hours per week)

Position Overview

Supporting the Mission, Vision and Values of Ridge Meadows Hospital Foundation the **Finance Coordinator** is responsible for the day-to-day financial operations of the Foundation, including banking, accounts payable and receivable, reconciliations, and financial reporting. Reporting to the **Operations Officer** and working in close collaboration with the Executive Director. This role goes beyond traditional bookkeeping. It plays a key part in ensuring **data integrity, financial insight, and operational efficiency**, supporting both internal decision-making and fundraising performance. The Finance Coordinator will contribute to **financial analysis, donor revenue tracking, and reporting**, helping the Foundation grow its impact.

A critical component of this role includes **financial coordination and reconciliation with Fraser Health**, ensuring accuracy and transparency in managing funds distributed to our largest healthcare partner. The Finance Coordinator will also support the Foundation's evolution by contributing to the **transition toward digital payment systems**, improving processes, and reducing manual workflows. This position is **primarily based in-office**, with some flexibility for remote work depending on the annual schedule and operational requirements.

Key Areas of Responsibility

1. Financial Operations & Banking

- Manage day-to-day banking, including deposits, reconciliations, and cash flow tracking
- Perform full-cycle accounts payable and receivable across operating, gaming, and gift shop accounts
- Maintain accurate financial records in **Sage (Simply Accounting)**
- Prepare, verify, and issue cheques; ensure proper documentation and audit trails

2. Fund Accounting & Reconciliation

- Reconcile across all accounts - bank statements, general ledger accounts, and sub-ledgers

- Track and reconcile donations and disbursements by fund, ensuring alignment with donor intent in consultation with Operations Manager.
- Maintain and adjust restricted funds as contributions and distributions occur
- Complete **gift shop reconciliation annually**, including inventory and revenue tracking with Volunteer Management team.

3. Fraser Health Reconciliation & Reporting

- Reconcile Foundation disbursements with **Fraser Health** funding allocations and expenditures
- Track and report on funds supporting hospital equipment, programs, and capital initiatives
- Work collaboratively with Fraser Health finance teams to resolve discrepancies
- Ensure accurate, transparent reporting aligned with healthcare funding requirements

4. Financial Reporting & Data Analysis

- Prepare monthly financial statements (revenues, expenses, and variances) for the Treasurer and Board
- Support the Executive Director with **financial analysis and fundraising performance reporting**
- Track revenue streams, grants, capital purchases, and disbursements
- Identify trends, variances, and opportunities to improve financial and fundraising outcomes

5. Digital Payments & Process Improvement

- Support the transition to **digital payment systems** across donations, events, and operations
- Identify opportunities to improve efficiency, reduce manual processing, and strengthen controls
- Work with the Operations Officer to streamline workflows and reporting systems

6. Compliance & Regulatory Reporting

- Complete and file required reports, including **GST, PST, CRA charity filings, and Gaming Reports**
- Ensure compliance with all financial and regulatory requirements
- Maintain organized, audit-ready records

7. Budgeting & Audit Support

- Assist with preparation of the annual budget, including data collection and analysis
- Prepare documentation and working papers for auditors
- Liaise with auditors during the annual review

8. Team & Operational Support

- Work collaboratively with the Operations Officer and Executive Director on financial and operational priorities
- Provide financial and administrative support as required
- Participate in occasional Foundation and fundraising activities

Qualifications

- Grade 12 plus Certificate or Diploma in Accounting, Financial Management, or related discipline
- Minimum **2–4 years of bookkeeping/accounting experience** (non-profit experience preferred)
- Strong proficiency in **Sage (Simply Accounting)** is required
- Advanced working knowledge of **Excel and Microsoft Office**
- Experience with **Raiser’s Edge** or donor databases is an asset
- Experience working with **Fraser Health or health authority funding models** is an asset
- Valid Class 5 BC Driver’s Licence and access to a vehicle
- Successful completion of a Criminal Record Check

Professional & Technical Capabilities

- Strong understanding of **fund accounting and non-profit financial practices**
- Experience or interest in **health authority reconciliation processes**
- High level of comfort working with **financial data, reconciliations, and reporting analysis**
- Experience or interest in **digital payment systems and process improvement**
- Ability to interpret financial data and contribute to **fundraising performance insights**
- Exceptional attention to detail, accuracy, and data integrity
- Strong organizational and time management skills
- Ability to work independently while exercising sound judgment and discretion

Team & Culture Fit

We are looking for someone who brings both professionalism and energy—someone who enjoys being part of a collaborative, purpose-driven team.

- A team player who is willing to step in and support where needed
- Comfortable participating in occasional fundraising events and community engagement
- A self-starter who takes initiative and looks for ways to add value
- Strong attention to detail with pride in delivering high-quality work
- Thrives in a dynamic environment with evolving priorities
- Interested in growing within the role and expanding impact through analysis and insight
- Motivated to contribute to a larger mission—supporting healthcare in the community

Why join us?

If you're a mission-driven, detail-oriented professional with a passion for community impact and a flair for multi-tasking, this is your opportunity to be the operational glue in a fast-moving, high performing team. The Finance Coordinator is an integral team player who supports our fundraising, volunteer Gift Shop, and daily financial bookkeeping, making a visible difference every day. This full-time onsite position includes:

- \$50,000 - \$65,000 salary range
- Health Benefit Trust participation for benefits package
- Municipal Pension Plan (MPP)
- 3 weeks of paid vacation
- Professional development opportunities
- A positive, inclusive workplace culture that values collaboration, compassion, and community

To Apply:

Please submit your resume and a short cover letter outlining your interest in the role and alignment with our mission to: Janine.davies@fraserhealth.ca