

Financial Services Coordinator

Hospice Palliative Care is a philosophy of care that focuses on comfort, quality of life, and supporting the precious moments families share with their loved ones during their final days together. Hospice care is about helping our residents live each day with dignity and honour by providing compassionate, end-of-life care in a home-like setting. As the leader in palliative care, Chatham-Kent Hospice provides outstanding end-of-life care, grief and bereavement supports, exceptional work and volunteer experiences, collaborative partnerships, and a relationship-centered culture.

Chatham-Kent Hospice is currently seeking a dedicated and experienced Financial Services Coordinator to ensure that the organization's financial information and administrative systems are efficient so as to increase its capacity to meet its strategic goals using our mission and vision as the foundation for decision-making.

Job Summary:

Serving as a philanthropic ambassador within the organization and the broader community, the Financial Services Coordinator will be responsible for leading all financial and administrative operations within the organization, ensuring accuracy and confidentiality in accordance with company policies. This includes managing the complete accounting records for Chatham-Kent Hospice and Chatham-Kent Hospice Foundation, overseeing accounts payable, preparing monthly and annual financial reports, and coordinating annual audits. The role requires close collaboration with the Executive Director(s) and Finance Committee(s) to develop and monitor operating and capital budgets, identify cost adjustments, and ensure compliance with grant applications and government reporting.

Core Areas of Focus:

- Financial Management and Reporting
- Audit and Compliance
- Budget Development and Monitoring

Key Responsibilities:

- Lead all financial matters of the organizations and manage the daily finance and administrative operations in a confidential, accurate and timely manner, in accordance with company policies and procedures.
- Maintain complete sets of accounting records for Chatham-Kent Hospice and Chatham-Kent Hospice Foundation.
- Perform the day-to-day processing of accounts payable transactions to ensure that Company finances are maintained in an effective, up to date and accurate manner.

- Prepare month end reconciliation of bank accounts.
- Prepare monthly and annual financial reports. Report results to the Executive Director(s), the Finance Committee(s) and Board of Directors.
- Attend Finance Committee and Board meetings as required, to provide information on all financial records and statements.
- Prepare and ensure that all government and other required annual returns are filed by their deadlines, including finance and statistical reporting for grant applications, government funded programs, GST/HST rebates, Ontario Employer Health Tax Annual Return.
- Coordinate the annual audit of the year-end financial statements, including compilation and preparation of data for the year-end financial reporting.
- Work closely with the Executive Director(s) to develop, implement and monitor the annual operating and capital budgets ensuring consistency with the financial resources of the organization(s).
- Proactively identify operational changes or cost adjustment measures to the Executive Director(s) to address shortfalls and other variances in actual results compared to approved annual budget(s).
- Review and establish financial policies, standards and processes as needed for the review and approval of the Executive Director(s) and the Board of Directors.
- In collaboration with HR staff, prepare payroll journal entries, process payroll and payroll reconciliations and process and remit WSIB, union dues, Employer/Employee Group RRSP and HOOPP contributions according to schedule.

Qualifications and Experience:

- Post-secondary education in Business, preferably with a focus in Finance or Accounting.
- 3 years of experience in financial management preferably within the Not-for-Profit or Healthcare sector, including budgeting and operating statement analysis.
- Must have a comprehensive understanding of bookkeeping practices accounting to determine proper entries, prepare financial reports and statements, and conduct reviews as required.
- Ability to manage multiple priorities and meet deadlines.
- Experience in risk management activities and demonstrated knowledge of continuous quality improvement and business planning process and business metrics.
- Effective verbal and written communication and ability to provide clear direction and outstanding customer service.

- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Strong computer skills in Excel and Sage 50 accounting software.

Complimentary Experience:

- Bilingualism in French language is a strong asset.

This position offers a comprehensive compensation and total rewards package including:

- Compensation range: \$72,000 to \$80,000
- Healthcare of Ontario Pension Plan (HOOPP)
- Competitive Vacation Time
- Comprehensive Group Benefits Plan
- Training and Development Opportunities

For more information on Chatham-Kent Hospice, please visit www.chathamkenthospice.com

Chatham-Kent Hospice is committed to building a diverse team comprised of varied skills, strengths, and experiences. We encourage you to apply even if you don't see yourself fully reflected in every job requirement listed, and we welcome applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and lived experiences to apply. Chatham-Kent Hospice welcomes all members of the community as reflected in the individuals we care for as well as in our recruitment for both staff and volunteers to ensure that we reflect the diversity of the Chatham-Kent Community.

Please forward a copy of your resume in confidence to Cristina Lecce, Recruitment Specialist at Logic Executive Search and Workplace Solutions at cristina@logicexecutivesearch.com.

We thank all those who apply for this role, however, only those selected for an interview will be contacted.

Logic Executive Search and Workplace Solutions is committed to providing accessible employment practices that follow the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation during any phase of the recruitment process, please let our recruitment team know.