



## Job Posting

**Position: Finance & Administrative Coordinator (Part-time, Permanent)**

**Reports to: Executive Director, Hotel Dieu Shaver Foundation**

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Hotel Dieu Shaver (HDS) Foundation effectively raises and stewards funds to support Niagara's only rehabilitation and complex care hospital, Hotel Dieu Shaver. Donors play an important role in the health care provided in our communities. Hotel Dieu Shaver Foundation relies on the generosity of the community to help meet the needs of patients at Hotel Dieu Shaver since funding from the government does not support the purchase of capital equipment and specialty programs.

### Position Summary

The Finance & Administrative Coordinator is a vital member of the Foundation team, blending bookkeeping skills and administrative responsibilities to support the Foundation's fundraising operations. The candidate will be responsible for maintaining office records, systems and the fundraising database for tracking gifts, donors and prospects. They will also act as a welcoming ambassador for the Foundation, being the primary point of contact for donors and stakeholders.

### Primary Responsibilities

#### Bookkeeping & Financial Responsibilities:

- Maintain office records, systems and funding database (Raiser's Edge) for tracking gifts, donors and prospects, ensuring accuracy and completeness.
- Responsible for processing donations, maintaining revenue processes and providing appropriate and timely gift acknowledgment and tax receipts in accordance with Foundation guidelines.
- Manage day-to-day bookkeeping tasks including: accounts payable, accounts receivable, bank reconciliation and bank deposits.
- Ensure financial controls and checks and balances are in place to maintain accuracy of financial records and safekeeping of funds.
- Utilize online accounting software to maintain accurate and up-to-date financial records. Process expenses including coding, recording and tracking for budget as needed.
- Responsible for overall data control, quality and integrity of donor software system and network of files & folders.
- Assist the Executive Director with tasks supporting financial reporting and budgeting processes. This includes preparation of month-end closing requirements and annual audit documentation.
- Generate financial reports for Foundation.
- Maintain confidentiality and professionalism when handling sensitive information.

#### Administrative Responsibilities:

- Reception duties, greeting visitors and handling phone calls in a welcoming & professional manner for a variety of stakeholders.

- Responsible for the seamless day-to-day administrative activities for the Foundation Office.
- Oversee the management of office supplies, equipment, and facilities for the Foundation team.
- Compose and prepare written documentation and correspondence for financial matters as needed.
- Additional duties as required.

### **Qualifications:**

- Completion of post-secondary degree or diploma in Finance, Accounting or Business Administration (or equivalent experience).
- Must have a minimum of two (2) years' experience in office administration. Understanding of healthcare and non-profit organizations is preferred.
- Proficiency in MS Office Suite, intermediate to advanced level Excel skills. Working knowledge of Raiser's Edge/NXT Program and Quickbooks is an asset.
- Demonstrated ability in planning, organizing and prioritizing multiple tasks and meeting deadlines in a busy environment with poise and patience.
- Must possess a high degree of resourcefulness, attention to detail, adaptability and ability to work effectively with minimal supervision.
- Dedicated to promoting the Foundation's fundraising priorities through developing excellent relationships with staff, patients and donors.
- Ability to work in a manner that exemplifies the core values of Hotel Dieu Shaver.
- A valid Ontario driver's license and daily access to your own vehicle is required.

### **Position Details**

- **Salary Range:** \$24 - \$26 per hour, 24hrs/week (minimum 4 days per week)

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*Vaccines (COVID-19 and others) are a requirement of the job unless you have an exemption based on medical or other grounds pursuant to the Ontario Human Rights Code.*

**We invite you to join our friendly work environment! Please submit your resume and cover letter today!**

**Email:** [Kristina.manzi@hoteldieushaver.org](mailto:Kristina.manzi@hoteldieushaver.org)

**Mail:**

Hotel Dieu Shaver Foundation  
c/o Kristina Manzi, Interim Executive Director  
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Hotel Dieu Shaver Foundation is committed to an inclusive, accessible and welcoming hiring process that provides reasonable accommodation to all applicants. Please advise should you require any accommodation to participate in this posting, recruitment, selection and/or assessment process.

**We appreciate all applications received and advise that only those under consideration will be contacted.**