



Ronald McDonald
House Charities®
Atlantic

Ronald McDonald House Charities Atlantic
Finance Manager

Location: Halifax, NS

We are in an exciting time of growth and are currently seeking an individual to join our team in the new role of Finance Manager.

The Organization

Ronald McDonald House Charities® Atlantic (RMHC Atlantic) helps families with sick children stay together and near the medical care they need. Our programs include Ronald McDonald House® in Halifax, a “home-away-from-home” for out of town families with sick children, and Ronald McDonald Family Rooms® in Halifax and Moncton, an oasis of calm and support inside the hospital. Last year alone, we served more than 2,000 families from across the Maritimes through our House and Family Room programs. For more information, visit www.rmhcatlantic.ca.

POSITION SUMMARY

A key member of the Senior Leadership team, the Finance Manager, under the guidance of the strategic and business priorities, provides leadership and managerial oversight for the financial and accounting policies as well as benefits administration. The Manager is responsible for the execution of financial duties and is accountable for proper management of the organization’s financial strategies and accounting processes.

KEY DELIVERABLES

- Lead annual budget process
- Develop and maintain financial and human resource policies
- Monitor cash flow and investments in collaboration with Finance Committee and investment advisor
- Manage payroll & employee benefits
- Manage the integrity, policies and processes of information systems (e.g. QuickBooks, Raiser’s Edge)
- Coordinate annual audit with external auditors
- Prepare financial reports for the Board and Finance & Investment Committee
- Ensure the organization meets all legal, ethical, professional and internally established requirements including RMHC Global’s Financial Consistency requirements, Canada Revenue Agency, Generally Accepted Accounting Principles (GAAP), International Finance Reporting Standards (IFRS) where relevant

SUMMARY OF ESSENTIAL JOB FUNCTIONS

Management:

- Provide support and strategic advice to the CEO and Senior Leadership team regarding the operational and administrative infrastructure of the organization including finance, data management and benefits administration;
- Provide support to the Finance and Investment Committee



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- Support the development of the organization's Financial Policies and Procedures
- Develop and implement policies and procedures to ensure that financial information is secure and stored in compliance with current legislation;
- Provide expertise and guidance in non-profit accounting to operations/programs and development staff in processing transactions efficiently and accurately
- Review and monitor internal controls related to financial procedures and information management;
- Ensure adequate financial and risk mitigation controls are in place including appropriate insurance coverage at all levels;
- Review all contracts from a financial perspective;
- Direct supervisor to Donor Database Administrator, supporting their work plans/goals for the year and bi-annual review
- Review and provide guidance in matters related to special events such as Gifts in Kind, gaming and licenses;
- Communicate and cooperate with other staff, partner organizations, Board of Directors, Committees; resolve day-to-day issues; engage stakeholders in problem solving and ongoing change management.

Accounting:

- Responsible for the budgeting process, including working with the team leads to ensure budget assumptions are challenged, supported and reasonable. Overall responsibility for financial, accounting and payroll services
- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with GAAP
- Responsible for the preparation of the monthly, quarterly and annual financial and management reports and statistics for the CEO, Board Chair, committees and Board of Directors
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Coordinate, adopt and utilize best practices from RMHC Canada/Global and other RMHC Chapters
- Lead the annual audit and liaise with the Board Treasurer, Finance Committee and the external auditors as necessary
- Document and maintain complete and accurate supporting information for all financial transactions
- Process accounts payable and accounts receivable. This includes daily accounting entries, or as determined necessary, to maintain all accounting entries.
- Perform monthly reconciliations, including bank accounts and all revenue streams
- Review monthly results and implement monthly variance reporting
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Manage the Line of Credit and Debt repayment schedules and prioritize as necessary
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Analyze and monitor Reserve Study implications for existing House



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Reporting:

- Responsible and accountable for the overall financial reporting including preparation of monthly financial statements, management reports & dashboards, financial analysis and recommendations
- Prepare timely quarterly and year end forecasting
- Calculate variances from the budget and report significant issues to management
- Prepare financial analysis as needed
- Prepare financial reporting for RMHC Canada & RMHC Global
- Ensure compliance with CRA filings and other regulatory bodies
- Prepare the Charity tax return (T3010) and any other government financial reporting and remittances

Payroll & Benefits Administration

- Maintain human resources files and ensure security and privacy of the information contained within are in compliance with current legislation
- Administer and assist employees with Group Benefit program
- Manage wellness and RRSP benefits
- Prepare/submit bi-weekly payroll and ensure appropriate tax remittances are made
- Ensure that all statutory requirements of the organization are met including Charitable Status, Withholding Payments (CPP, EI), Goods and Services Tax, Employer Health Tax

QUALIFICATIONS:

- Minimum 3-5 years of progressive responsibility and experience in finance and/or accounting
- Minimum 3 years of leadership experience
- A recognized accounting designation (CPA CGA, CPA CMA, CPA CA)
- Experience in budgeting, strategic planning, risk management, accounting and internal controls, administration and managing HR systems
- Well-developed analytical and planning skills and initiative to provide advice, solve problems and implement improvements
- Demonstrated ability to work collaboratively and contribute to the development and execution of strategy at a senior level
- Outstanding attention to detail and exceptional organization skills
- Demonstrated ability to be innovative with cost and time efficiencies
- Willingness and ability to learn new skills (e.g., new databases and technology) and adapt to changing environment

KNOWLEDGE SKILLS:

- Experience with the Not-for-profit sector
- Knowledge of GAAP, IFRS and non-profit accounting
- Familiarity with federal and provincial statutes governing the charitable sector
- Proficient in QuickBooks Accounting Software, MS Office
- Experience in managing information in database systems and analyzing reports
- Ability to work independently and with minimal supervision and also function as a team player
- Excellent written and verbal communication skills



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Why work for Ronald McDonald House?

- Positive, rewarding team environment
- Personal development opportunities
- Potential to grow, professionally and personally
- Additional benefits include:
 - Pension plan
 - Health, dental & vision benefits
 - Wellness fund
 - Family & employee assistance program

If you are interested and qualified, we invite you to submit your resume with a letter of introduction and salary expectations, to Shauna MacLennan at shauna@rmhcatlantic.ca. All responses will be handled with strict confidence.

We thank all applicants for their interest; however, only those candidates who have been selected for an interview will be contacted.