



Ronald McDonald House Charities® Newfoundland and Labrador
Accounting Specialist

Ronald McDonald House Charities® Newfoundland and Labrador offers programs and accommodations to sick or injured children and their families who must travel to St. John's for medical reasons. Ronald McDonald House is celebrating 10 years of mission delivery in Newfoundland and Labrador and is located at 150 Clinch Crescent in St. John's near the Janeway Children's Hospital. Operated by a small staff and supported by dedicated volunteers, we now seek the services of a part-time **Accounting Specialist**.

This part-time (14–21 hours/week) position reports to the Executive Director and oversees all Finance, Accounting and Payroll activity at RMHC NL. This position's primary responsibilities include budget development and management, cash flow and investments, accounting, financial management and reporting to the Executive Director and Board, organizational policies and procedures, payroll administration and employee benefits. This position shares responsibility for the successful implementation of the Strategic Plan, as approved by the Board of Directors.

Key Responsibilities

Finance

- Responsible for the day-to-day accounting and annual budgeting process.
- Performs monthly reconciliations, including bank accounts.
- Responsible for the preparation of the monthly, quarterly and annual financial and management reports and statistics for the Executive Director.
- Responsible for all provincial and federal tax filings.
- Completes and files annual charitable return (T3010).
- Leads the annual audit and liaise with the Board Treasurer, Finance Committee and the external auditors as necessary.
- Works closely with the Finance Committee to assist with administering the investments, and to prepare regular reports on investment performance to the Board.

Payroll

- Prepare/submit bi-weekly payroll and ensure appropriate tax remittances are made.
- Administer and assist employees with Group Benefit program.
- Manage RRSP benefits.
- Ensure that all statutory requirements of the organization are met including withholding Payments (CPP, EI).
- Workplace NL documentation and reconciliation

Core Competencies

- The ability to convey ideas in a clear, concise manner. Excellent written, verbal, presentation and interpersonal skills.

- A commitment to build and maintain a positive rapport with internal and external stakeholders. Recognition of the role that donor, partners and colleagues all play in the success of RMHC NL.
- Engages and inspires others to help accomplish team and organizational goals.
- Maintains professionalism under pressure and models the RMHC NL core values.

Qualifications

- B. Comm or three-year diploma in accounting.
- Three to five years of progressive experience in finance and accounting.
- Experience with a charitable organization is preferred.
- Excellent relationship building, communication, and problem-solving skills.
- Excellent organizational, project management and people management skills, with the ability to manage multiple priorities in a dynamic and time-sensitive environment.
- A demonstrated ability to maintain the highest levels of confidentiality when handling sensitive employee and organizational information.
- Proficient in Microsoft Office Suite, accounting and payroll software such QuickBooks and Payworks.
- Experience in the use of a donor management system, is an asset but is not required.

Salary commensurate with qualification and experience. Flexible work model.

Send cover letter and resume in confidence to careers@rmhcnl.ca. Applications should be received by **June 30, 2022**. We thank all applicants for their interest. Only those persons to be interviewed will be contacted. Additional information may be found on website www.RMHCNL.ca