



Œuvre des Manoirs
Ronald McDonald
House Charities
Ottawa

Keeping Families Close™
Garder les familles ensemble

Position Profile: Finance & HR Manager

Ronald McDonald House Charities Ottawa (RMHCO)

Since 1984, Ronald McDonald House Charities Ottawa (RMHCO) has provided a safe, inclusive, and compassionate place for families to call 'home'. Providing the comforts of home to out-of-town families whose children are seeking treatment at the Children's Hospital of Eastern Ontario (CHEO) allows them to focus on their child's health and removes the financial burden and the commute they would otherwise incur. RMHCO also operates two Family Rooms within the hospital, providing all families a space to rest and recover, as well as access to the comforts of home while spending long days in the hospital. These Family Rooms are used primarily by families who reside in Ottawa.

RMHCO operates independently and works closely with the greater Ronald McDonald House Charities network (across Canada and globally). Our House can currently accommodate 14 families at a time. Our staff complement is 12 and we have 92 amazing volunteers who help with operations. Our annual operating revenue is over \$1 million. We have firm plans to significantly expand the House and required fundraising over the next few years. This is an exciting time to be joining our organization.

Job Purpose:

This part-time (3 days/week or 21 hours/week) position reports to the CEO and oversees all Finance, Accounting and Human Resources activity at RMHCO. This position's primary responsibilities include budget development and management, cashflow and investments, accounting, financial management and reporting to the Board and CEO, organizational policies and procedures, payroll administration and employee benefits. He/She also shares responsibility for the successful implementation of the Strategic Plan, as approved by the Board of Directors.

Key Responsibilities:

Finance:

- Responsible for the annual budgeting process, day-to-day accounting, and banking.
- Responsible for the annual financial statement audit.
- Manages all House and Family Rooms accounting, bill payments, bank deposits and donation revenue.
- Performs monthly reconciliations, including bank accounts.
- Is responsible for inputs into QuickBooks and prepares required financial reports and analyses for the CEO and Board of Directors, as required.
- Manages payroll and all elements of the employee benefits program.
- Is responsible for the administration of staff and volunteer expense reimbursements.
- Is responsible for all provincial and federal tax filings.
- Prepares various financial reports for submission to RMHC Global and RMHC Canada.
- Prepares various financial reports for the Board Finance & Audit Committee.

- Ensures proper internal controls are maintained.
- Works closely with the Board Treasurer to ensure we are following both the direction given by our Board and the RMHC Global Financial Consistency requirements.
- Works closely with the Board Treasurer to assist with administering the investments, and to prepare regular reports on investment performance to the Board.

Human Resources:

- Working closely with the CEO, manages the administration of the hiring process and the administration of the annual performance review process for staff.
- Maintains accurate and up to date employees' files.
- Working with the CEO, manages the administration and updating of all RMHCO Board-approved Policies and Procedures, maintaining records for documents requiring signatures by staff, guests, and volunteers.
- Plays a leadership role in helping to ensure organizational rules, procedures, and policies are followed, making recommendations for revisions to the CEO as needed.
- Acts as Privacy Manager for RMHCO, as referenced in the Privacy Policy.

Core Competencies:

- **Communication Excellence**
The ability to convey ideas persuasively in a clear, concise manner. Excellent written, verbal, presentation, and interpersonal skills.
- **Relationship Management**
A commitment to build and maintain a positive rapport with internal and external stakeholders. Recognition of the role that donors, partners and colleagues all play in the success of RMHCO and RMHC Canada.
- **Leadership**
Engages and inspires others to help accomplish team and organizational goals. Maintains professionalism under pressure. Models the RMHC core values.

Qualifications:

- An accounting designation from the Canadian Institute of CPA's (CA, CGA, CMA) or working towards the designation.
- Minimum 5 years of progressive experience in finance and accounting.
- Experience in the not-for-profit sector is an asset.
- 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.
- Dependable, trustworthy, flexible, and resourceful with excellent team and interpersonal skills.
- A demonstrated ability to maintain the highest levels of confidentiality when handling sensitive employee and organizational information.
- Proficient computer skills, specifically with QuickBooks and Payworks (or similar program).
- Proficient in Microsoft Office Suite (including PowerPoint, Excel and Word) is an asset.
- Experience in the use of a donor management database, such as Raiser's Edge, is an asset.
- Pre-employment Criminal Records Check and Child Abuse Registry Check are required.

Ronald McDonald House Charities Ottawa has made the decision to implement a COVID-19 vaccination policy for all staff, volunteers, guest families, visitors, and contractors. Proof of Vaccination will be required.

Application Process: Applications will be accepted until Sunday May 15, 2022. If you wish to apply, please submit your resume and cover letter by email to careers@rmhottawa.com. Although we appreciate the interest of all candidates, only those invited for an interview will be contacted. RMHCO is committed to offering reasonable accommodations to job applicants with disabilities. If you require accessibility accommodations to participate in the recruitment process for the above position, please state required accessibility accommodations with your email application.