



Œuvre des Manoirs  
Ronald McDonald  
House Charities  
Ottawa

Keeping Families Close™  
Garder les familles ensemble

## Finance and Data Management Officer

\$62,000 – \$75,000

### **Job Purpose:**

This full-time position reports to the CEO and executes all donor database and accounting activity at RMHC Ottawa. This position's primary responsibilities include donor data administration and management, accounts payable, accounts receivable, and reconciliation between databases (Raiser's Edge and QuickBooks). All employees share responsibility for the successful implementation of the organization's Strategic Plan, as approved by the Board. The salary range is \$62,000 – \$75,000.

### **Key Responsibilities:**

#### **Donor Data Administration**

- Process all types of donations to RMHC Ottawa, coding appropriately in Raiser's Edge.
- Process and send receipts, donor acknowledgement cards and thank you letters.
- Enter all event donation/sponsorship information into Raiser's Edge.
- Produce various reports from Raiser's Edge for the capital campaign and annual fundraising programs – for senior staff members, volunteer fundraisers, the Board of Directors, RMHC Canada and Global.
- Code Blackbaud Merchant Services Disbursement Reports.
- Balance donation bank deposits with what has been entered in Raiser's Edge.
- Break down donations received via RMHC Canada and enter appropriately into RE.
- Prepare consolidated tax receipts and gift in kind receipts at year end, retaining backup copies for auditing purposes.
- Train new fundraising staff on using Blackbaud as needed.
- Manage the donor database, conducting occasional audits to ensure accuracy and consistency in data entry.
- Remain up to date with what Blackbaud offers.

#### **Accounts Payable**

- Compile, obtain approval for and enter invoices in Quickbooks Online for bi-weekly electronic payment processing
- File invoices and payment support for future reference.
- Enter and reconcile company credit cards.

#### **Accounts Receivable**

- Enter all deposits into Quickbooks.
- Follow up on outstanding amounts.
- Reconcile to fundraising spreadsheets and to Raiser's Edge.

## Finance

- Prepares required financial reports and analyses for the CEO and Board of Directors, as required.
- 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.
- Works closely with the Board Treasurer to assist with administering the investments, and to prepare regular reports on investment performance to the Board.

## 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:

- Minimum 3 years of progressive experience in data entry and bookkeeping or accounting.
- Experience with Raiser's Edge or a similar donor database is preferred.
- Experience in the not-for-profit sector is an asset.
- Excellent organizational and project management skills, with the ability to manage multiple priorities in a dynamic and time-sensitive environment.
- Dependable, trustworthy, flexible, and resourceful with 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 Online, RBC PayEdge and Payworks (or similar program).
- Proficient in Microsoft Office Suite (including PowerPoint, Excel and Word).
- Pre-employment Criminal Records Check and Child Abuse Registry Check are required.

**Application Process:** Applications will be accepted until October 18, 2024. If you wish to apply, please submit your resume and a cover letter by email to [careers@rmhottawa.com](mailto:careers@rmhottawa.com). Although we appreciate the interest of all candidates, only those invited for an interview will be contacted. RMHC Ottawa 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.