JOB POSTING
Finance Officer

Reports to: Chief Operating Officer

Nature and scope:
The **Finance Officer** plays a key role in supporting the Queen Elizabeth Hospital (QEH) Foundation's mission through accurate financial management, reporting, and accounting practices. This position ensures the responsible stewardship of donor funds while supporting the Foundation's fundraising and operational goals, guided by our core values of accountability, respect, trust, integrity, leadership, and gratitude.

Primary Responsibilities:
Financial Reporting & Operations

- Prepare financial statements, reconciliations, and annual reports for management, the Board, and auditors.
- Analyze financial performance and prepare commentary, forecasts, and variance reporting.
- Produce financial reports and key performance metrics to support decision-making.
- Help develop and maintain operating ($2M), equipment ($6-8M), donation ($6-8M), and investment ($2-4M) budgets.
- Provide financial analysis and recommendations to the Executive Team and Board Committees.
- Manage the full payroll cycle, including payroll review, processing, reconciliation, and maintenance of employee payroll records.
- Provide day-to-day supervision and support to the Finance Coordinator, ensuring finance functions are completed accurately, efficiently, and in accordance with established policies and procedures.

Fund Accounting & Financial Stewardship

- Oversee and review the recording of donations, pledges, endowment contributions, stock donations, and designated gifts.
- Monitor and maintain Designated, Donor Directed, and Endowment Funds.
- Ensure accurate fund balances and compliance with donor restrictions.
- Review gift reconciliations and financial activity between fundraising and accounting systems.

Investment & Cash Management

- Manage investment accounting and reconciliations.
- Monitor investment income, spending allocations, and interfund balances.

- Prepare investment journal entries and reporting.
- Coordinate cash requirements and investment transfers with external investment advisors.

Compliance, Audit & Internal Controls

- Ensure compliance with accounting standards, charitable regulations, and internal policies.
- Lead preparation for annual audits and year-end financial reporting.
- Maintain effective internal controls and financial procedures.
- Prepare and file statutory remittances and support regulatory reporting requirements.

Financial Systems & Process Improvement

- Optimize financial systems, workflows, and reporting processes.
- Support data integrity across accounting and donor management systems.
- Identify opportunities for increased efficiency and continuous improvement.

Qualifications:

- A Professional Accounting Designation (CPA) or working towards one, and/or significant operational finance experience.
- Recognized post-secondary degree in business administration or related field.
- Minimum five years of accounting or finance experience.
- Proficient in preparing financial statements, reconciliations, audited statements, forecast and budgets.
- Advanced Microsoft Excel skills, including pivot tables, VLOOKUPs, and financial analysis.
- Experience in database management, with knowledge of Blackbaud's Financial Edge and Raiser's Edge and Microsoft teams are assets.
- Experience working with fund accounting, investments, or charitable organizations is considered an asset.

Core Competencies:

The ideal candidate will possess experience managing the full accounting cycle and performing account reconciliations. Advanced Excel skills, including pivot tables, VLOOKUPs, and data analysis are required. A self-starter and motivated problem solver with excellent interpersonal, organizational, analytical, and communication skills, capable of managing multiple priorities in a fast-paced environment. The successful candidate will demonstrate initiative, accountability, sound judgment, and a commitment to continuous improvement.

Organizational Culture & Values:

At the QEH Foundation, we foster a culture of integrity, respect, collaboration, and excellence. Building meaningful relationships with donors, volunteers, and community partners is central to our mission, and we actively engage in initiatives that strengthen those connections.

The QEH Foundation is an equal opportunity employer committed to creating a diverse and inclusive workplace where all individuals are treated with respect and dignity. We welcome and encourage applications from all qualified candidates.

Working Environment and Conditions:

- Full-time, 37.5 hours per week, Monday to Friday with occasional evening/weekend hours during special events or campaigns
- Participate/attend foundation signature events
- This position is based in the hospital Foundation office

Salary & Benefits:
The QEH Foundation is a leading charity in PEI. By joining us you will have the opportunity to participate in benefits unmatched by most.

Permanent full-time employees are eligible to participate in Health PEI's group insurance plan, sick time and the employee retirement plan. The following benefit premiums will be 100% paid by the Employer:

Health Plan	Dental Plan
AD&D Insurance	Dependent Life Insurance
Group Life Insurance	Long Term Disability

Pension: all permanent full-time and part-time employees will contribute to the Employer's pension plan - Civil Service Superannuation Fund (CSSF). The employee's contribution will be matched as per the pension plan text.

Salary Range: Salary range reflects the QEH Foundation's compensation structure, which is informed by an independent market compensation study conducted every three years to ensure salaries remain fair, competitive, and aligned with comparable roles in the charitable sector.

Starting salary will be commensurate with the successful candidate's experience, qualifications, and demonstrated expertise. The QEH Foundation also maintains a formal performance management program, with annual merit increases awarded based on performance evaluation outcomes.

Salary range for qualified candidates: $66,500 - $87,800 per annum, plus benefits.
Vacation: Employees are granted 15 days per year vacation time, with an increase upon five years of service.
As with all employees of the QEH Foundation, a criminal records check is required, you must be legally eligible to work in Canada, and there is a six-month probationary period.

How to Apply:
If you are the ideal candidate to fill this position, please apply to the email address below with your letter of application and resume outlining matching experience and qualifications. Following these instructions demonstrates your attention to detail.

QEH Foundation Selection Committee
qehfoundationHR@gmail.com

To be considered for this opportunity, please submit your application by 4:00 p.m. on Monday, November 16, 2026.