



## IWK Foundation

### **Accounting Coordinator**

#### **Who We Are:**

The IWK Foundation, together with its donors, strives to be the catalyst to revolutionize health care and research for women and children. The IWK Foundation is committed to continuous improvement and running a business that is entrepreneurial, innovative, and based on strong values.

#### **What We Need:**

Be part of the future of women's and children's health care in the role of Accounting Coordinator by providing critical support in the functions of Accounts Payable and Gift Entry.

In this key role, you will be completing all tasks related to Accounts Payable ("AP", including invoice entry, monitoring and managing AP inbox and queries, responding to vendors, administration of the corporate credit card program, expense management system, and processing of bi-weekly payments through EFT and cheques. This role will act as an additional support to the gift entry team, responsible for back-up support in gift entry (data entry) for entering donor information into the Foundation database and updating records accordingly, processing and reviewing donor acknowledgements and receipts, running daily, weekly and monthly quality reports, preparing electronic and paper documentation as required, and working closely with the IWK Foundation Philanthropy team to research and obtain information as required. In addition, this role is responsible for providing back-up support for the deposit and reconciliation process. This role will be responsible for executing financial controls and processes and other duties as required.

As the Accounting Coordinator, you are a key member of the Finance team. This role is classified as a Hybrid based on the IWK Foundation Flexible Work Plan.

#### **Who Are You:**

You are an AP person who understands the payables cycle and related controls. You recognize the importance of the integrity of correct information and accuracy in all you do.

You offer:

- Post-secondary education is preferred.
- At least 2 years of experience with accounts payable processing including invoice entry, vendor management and/or payments.
- Demonstrated experience in data entry.
- Experience with accounting software such as MS Business Central or equivalent.
- Ability to prioritize and focus on competing priorities and deadlines.
- Experience with donation software such as Blackbaud Raisers Edge, would be an asset
- Previous experience in a not-for-profit role is an asset.
- Enjoy a fast-paced environment.

You thrive working in a fast-paced environment, collaborating with a dedicated and passionate team to enable world-class care for Maritime children, women, and families.

#### **What Do You Do Now?**

If you are passionate about children's and women's health, with a desire to be a part of something important in our communities, hearing patient stories, meeting patients, patient families, donors and other health care professionals impacted by the work the Foundation does each day, then this is your

opportunity! The IWK Foundation also provides a competitive and comprehensive compensation package in addition to a flexible work environment.

If this role seems right for you, please provide a cover letter outlining why you believe it is a fit, along with your resume to [iwkcareers@iwkfoundation.org](mailto:iwkcareers@iwkfoundation.org) using the subject line: Accounting Coordinator. We thank all candidates but only those selected for an interview will be contacted.

We welcome all applicants who self-identify as Indigenous, Black/African Nova Scotians, Persons of Colour, Immigrants/Newcomers, Persons with Disabilities and 2SLGBTQIA+ to apply and represent the communities that we support.