



**Ronald McDonald  
House Charities®**  
Alberta

**Director of Finance**  
**Up to 18 Months, Temporary Position**  
**Ronald McDonald House Charities® Alberta**

Ronald McDonald House Charities® is passionate about providing a home away from home for families with seriously ill or injured children. Seventy per cent of Canadian families live in an area without a children's hospital. This means that when a child is seriously ill or injured, families must leave their homes, jobs and support systems to access vital – and often life-saving – medical care. RMHC Alberta is here to help.

We know that when a child is sick, the whole family hurts. That's why we're part of a global network prioritizing family-centered care through our unique core programs. We offer 73 private family suites in Edmonton, Red Deer and Calgary as well as operate a state-of-the-art mobile medical clinic in Calgary. In Spring 2020 we will open a fourth Ronald McDonald House in Medicine Hat, Alberta. Our Ronald McDonald Houses provides a warm, compassionate and comfortable environment where families can share experiences, eat a warm homemade meal and rest while caring for their child in the hospital.

Reporting to the CEO, and acting as staff liaison to the Finance & Audit Sub-Committee of the Board of Directors of RMHC Alberta, the Director of Finance is instrumental in leading the organization to meet its mission outcomes and ensuring fiscal accountability at all levels of the organization.

**Director of Finance Qualifications/Experience**

- Strong understanding of finance practices in the nonprofit industry.
- A minimum of 5 years of experience working in a financial leadership position.
- Experience working with a Board is considered an asset.
- Strong work ethic with exemplary organizational skills.
- Experience in supervising and mentoring others. Strong interpersonal skills are essential.
- Must be able to work within a team environment but also take direction and work well independently.
- Be willing to work alongside the finance team as needed.
- Bachelor's degree in Accounting or Finance.
- Must be CPA designated.

**Director of Finance Responsibilities**

**Leadership**

- Provide ongoing support, guidance and advice to the Controller and overall provincial team.
- Ensure accurate and effective communication is provided to all staff in regard to the Finance department.



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- Develop, implement, supervise and evaluate policies and procedures relating to finance and accounting. Ensure policies and procedures are appropriately communicated and followed throughout the organization.
- Present at all staff meetings and hold minimum quarterly in person finance team meetings.
- Review and approve expenses.
- Review new and renewing large gifts made to the organization.
- Review new and renewing contracts and negotiate for best value.
- Demonstrate new methods to improve performance through building on past experiences and seeking new ideas in the industry.
- Commitment to continuous education and professional development.
- Ability to organize and utilize resources, assess and assign priority, and to assist staff to accept the changing needs and priorities within the organization.
- Travel between the Alberta Houses as required. (valid Driver's License required)

#### **Board & Subcommittee Responsibilities**

- Co-chair a minimum of 6 committee meetings annually with the Finance and Audit committee.
- Work closely with the Treasure of the Board.
- Prepare quarterly financial summaries for the Finance and Audit committee that are then shared with the Board.
- Prepare PowerPoint presentation for Board meetings and subcommittee meetings.
- Work with the Finance and Audit committee to prepare RFPs and review vendor contracts.
- Meet with Investment Managers annually with Finance and Audit committee members.

#### **Financial Oversight**

- Produce monthly financial statements & commentary (income statement + balance sheet) for the CEO and the Board of Directors.
- Prepare monthly reports for leaders so they are aware of their operating results versus budgets.
- In partnership with the CEO and in consultation with department leaders, develop comprehensive annual operating budgets and present to the Audit and Finance Committee.
- Prepare comprehensive year-end audit file and draft financial statements for examination by auditors.
- Ensure that timely reconciliations of GL accounts are prepared / reviewed throughout the year.
- Participate and support the completion of the annual outcomes report.
- Review new and renewing large gifts made to the organization.
- Ensure annual filings are completed.
- Oversee receipt and use of deferred revenues.
- Oversight of all the financial information for the organization.
- Other duties as needed or assigned.



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Please submit a resume with cover letter **in PDF only** quoting the position title “Director of Finance” along with your salary expectations to [hr@rmhcna.org](mailto:hr@rmhcna.org). We would like to thank all applicants; however only those selected for an interview will be contacted.