



Keeping families close™

Finance Office Support, Saskatoon – Full Time (35 hours per week)

Ronald McDonald House Charities – SK (RMHC-SK), is a provincial organization that promotes Family Centered Care, and provides accommodation and supports to families of sick children while they are receiving medical treatment at a local hospital. For more information on our mission and programs, please visit www.rmh.sk.ca.

The Finance Office Support is part of our 28-person staff team, and reports to the Finance Office Manager. This role plays a vital part in maintaining relationships with our donors by ensuring that they are thanked for their contributions in a timely manner and that their confidential information is maintained accurately and efficiently.

Key Responsibilities Include:

- Process donations received into the finance office, including preparing and mailing receipts, acknowledgement letters and cards to donors in a timely manner
- Maintain and update donor information within the donor management system
- Prepare periodic and ad hoc donation history reports
- Assists with potential upgrades to donor management systems, including analysis and evaluation of different system options, data cleansing in preparation for upgrades, and other system transition work as assigned.
- Maintain and update various finance tracking sheets and reconciliations
- Process daily cashout reports and prepare bi-monthly bank deposits
- Assist with payment of existing vendor invoices, including managing credit card payments, auto-withdrawals, mailing cheques, and filing paid invoices.
- Assist with submitting enrolments and annual salary updates for the organization's benefit plans
- Assist with preparation of audit support documents as required

Job Requirements Include:

- Exceptionally strong attention to detail, organization, and prioritization skills
- Experience with data management systems, Microsoft Word and Excel
- Experience working with Raiser's Edge would be an asset, but is not required
- Formal training or understanding of bookkeeping would be an asset, but is not required
- Willingness to learn and explore new, more efficient ways of doing things
- Work with integrity with the understanding of the importance of confidentiality
- Thrives in a highly collaborative environment and has demonstrated teamwork abilities

- Can exhibit compassion and care to families who are facing difficult circumstances.
- Able to pass a Police Record Check and Vulnerable Sector Check
- Proof of covid-19 vaccination required for all RMHC-SK staff

Work Hours: Primarily daytime hours Monday – Friday, but flexibility on evenings and weekends will be required on occasion.

Application Process: If interested, please forward your letter of application and resume to Kim Gilbert, Director of Human Resource Development at kgilbert@rmh.sk.ca **no later than 4pm, Monday, November 15th.** *Interviews will be scheduled for the week of November 22nd – 26th. Only applicants selected for an interview will be contacted.*