



**Fondation  
Rideau Hall  
Foundation**

**Senior Financial Analyst - Permanent Full-Time Position**

**Igniting our Shared Potential**

The Rideau Hall Foundation (RHF) is an independent and non-political charitable organization that serves to shine a light on Canadian excellence, and to create the conditions for more Canadians to succeed and to thrive.

RHF is a catalytic platform to connect people, causes and organizations which – while they will exist for differing purposes – share a common belief in and commitment to the potential of Canada.

With partners across all sectors, the RHF works to build a better Canada through a range of initiatives linked to learning, leadership, giving and innovation. Grounded in values of equality and access to opportunity, our initiatives are national and create positive impact in every province and territory.

As a key member of the Finance team, the Senior Financial Analyst, based in Ottawa, will work collaboratively with the CFO, Finance Team, and RHF Team members to provide financial planning and budgeting support throughout the fiscal year on a monthly, quarterly and annual basis.

For more information on RHF, please see: <https://www.rhf-frh.ca/>.

**RESPONSIBILITIES**

- Monthly bank reconciliations for all RHF managed accounts.
- Prepare monthly management reports and variance analysis including reconciliation of balance sheet subledgers.
- Posting monthly, quarterly and yearly accruals.
- Monthly review of investment portfolio and prepare accounting entries.
- Assist with quarter-end and year-end procedures along with the preparation of reports.
- Prepare and submit semi-annual GST/HST filings, ensuring same is reconciled to the general ledger accounts as directed.
- Assist with the annual budget development.
- Assist with annual audits, including those related to specific programs and/or funders.
- Assessing internal controls, including risk assessments and reviews of risk areas.
- Data entry as required including: manually enter or electronically upload invoices/ cheque requisitions/ expense reports and credit memos into accounting software, verify account codes and proper approvals.
- Production of work product including documents, spreadsheets, schedules and communications to support individual and departmental performance objectives.
- Liaise with staff for administration of projects as required.
- Carry out other duties as appropriate and as assigned by their manager.

**QUALIFICATIONS AND COMPETENCIES**

- A post-secondary degree or a combination of relevant training, education and experience.
- Minimum of 3 years' experience in a Senior Accounting position, preferably in the Not-For-Profit or Charitable sector.

- Advanced knowledge of Microsoft Excel and Microsoft Office applications including Word and Outlook in a SharePoint environment.
- Advanced knowledge of QuickBooks Online (QBO), Concur, Beanworks/Quadient and/or other finance automation tools.
- Experience processing full cycle AP and AR, bank reconciliations and audit working papers.
- Knowledge of Accounting Standards for Not-for-Profit Organizations financial reporting, budgeting, audit procedures and internal controls.
- CPA designation or pursuing as an asset.
- Experience in full payroll cycle and using payroll software as an asset.
- Bilingualism English/French as an asset.

#### **WORKPLACE ENVIRONMENT**

- The RHF is a dynamic work environment that values collaboration, creativity and trying new things.
- Flexibility to work select evenings and weekends as required and possible travel across Canada.
- RHF is located in Ottawa, ON. This position will be based in Ottawa ON (a hybrid of work from home and at the office).

Anticipated Hiring Range: \$72,000 - \$85,000 + home office/equipment support, benefits and retirement plan (for more information, please feel free to reach out).

Candidate must successfully pass all required security clearances.

Please submit your resume and covering letter to the following address by September 26, 2023:

[KathyBedard@McConnellHRC.com](mailto:KathyBedard@McConnellHRC.com).

The Rideau Hall Foundation is an equal opportunity employer. We strongly encourage applications from all qualified candidates, including those who are Indigenous, Black, racialized, LGBTQ2S+, women, persons with disabilities, members of visible minorities and other equity-seeking groups. We seek to build a workforce that reflects the communities we serve.

The Rideau Hall Foundation will provide accommodations upon request during the recruitment, selection and assessment process for candidates with a disability.

We thank all candidates for their interest; however only those selected for an interview will be contacted.