



**WE ARE HIRING!**  
**COME JOIN OUR TEAM!**

## FINANCIAL SPECIALIST - ACCOUNTS PAYABLE

CHEO Foundation, Ottawa, Ontario

Full time, temporary (December 2022 - February 2024)

\$ 57,000 to \$ 60,000

Deadline to apply  
**November 11, 2022**

Click [here](#) to visit our webpage

### About the CHEO Foundation

The CHEO Foundation existed before CHEO, the CHEO Research Institute and Roger Neilson House. Community volunteers recognized the need for a children's hospital in our region to serve families. Since that beginning, we have remained the link between these respected institutions and the generous community that financially sustains them.

The purpose of the CHEO Foundation is to turn donations of money, time and kindness in all its forms into the medical treatment, cutting-edge research, and the compassionate care that children, youth and families need and deserve.

Because of your philanthropy, fundraising events, and generous support of our work, the CHEO Foundation celebrates your community spirit and your love for young people. This makes CHEO strong today and ready for tomorrow.



CHEOkids



@cheo



CHEOhospital



CHEOvideos

[www.cheofoundation.com](http://www.cheofoundation.com)

### What we offer

- Extended Healthcare Benefits
- Defined Benefit Pension (HOOPP)
- Making a Difference in the Lives of Children/Youth
- Competitive Wages
- Flexible Schedules
- Onsite Fitness Centre
- Learning Opportunities
- Inclusive Culture
- Wellness Programs

The CHEO Foundation is an equal opportunity employer and we are committed to practices that support Equity, Diversity, Inclusion and Indigeneity.

## Position summary

Reporting to the Accounting Manager, the Financial Specialist – Accounts Payable will serve as a key member of the CHEO Foundation Finance team. This Financial Specialist position will play a key role in helping the CHEO Foundation meet its payable responsibilities. The successful candidate will be responsible for the day-to-day capture and recording of invoices and purchase orders, monthly reconciliations, vendor payments and general communications to both vendors and internal staff.

This is a temporary, full time position to accommodate a maternity leave. It is expected that the position will be available from December, 2022 through to the end of February, 2024.

## About You

You are someone that wants to work for a great cause and feels that our community is enormously generous. You are a skilled problem solver with an attention to detail, a comfort working with financial systems, and a keen interest in process control and continuous improvement.

You are a team player who can get along well with coworkers, vendors, donors and other stakeholders. You enjoy the opportunity to help at fundraising events and to participate in team projects.

## Primary Responsibilities

- Recording vendor invoices & purchase orders using Financial Edge NXT
- Preparing payment to vendors (both cheques and electronic funds transfers) while maintaining accurate payment records
- Maintaining accuracy and completeness of vendor records
- Responding to various vendor inquiries
- Conducting occasional audits to ensure internal controls are in place and working effectively
- Recording month-end journal entries and preparing bank reconciliations
- Assisting with cheque deposits
- Participating in offsite events, including evenings/weekends, as required

## Skills and Qualifications

- Post-secondary education in commerce, business administration or related discipline
- Technical proficiency in financial systems (such as Financial Edge); user certification preferred
- High level of confidentiality and discretion
- Strong data entry skills - proficient in MS Office products (Excel, Word)
- Strong customer service skills in dealing with vendor and staff inquiries
- Detail oriented and conscientious of deadlines and deliverables
- Ability to work independently, with minimal supervision, and under the pressure of a multi-stakeholder environment
- Flexibility to work some evenings/weekends as required
- Bilingualism an asset

## COVID-19

All references to groups or gatherings refer to a time when COVID-19 restrictions are lifted, and gatherings are once again safe. The CHEO Foundation offices are located in Ottawa. Employees are working remotely due to COVID-19 protocols and will do so until further notice.

The CHEO Foundation has a Universal COVID-19 Vaccination Policy that applies to all staff. As a condition of employment, the preferred candidate will be required to provide proof of both their first and second dose of the COVID-19 vaccine. Exceptions will only be made on the basis of disability (medical), creed (religion) or other grounds enumerated in the Ontario Human Rights Code.

## Application Process

Applications will be accepted until midnight, November 11, 2022. Please send your resume with a cover letter to [apply@cheofoundation.com](mailto:apply@cheofoundation.com) with the position title in the subject line. Although we appreciate the interest of all candidates, only candidates invited for interviews will be contacted. No phone calls please.

**The CHEO Foundation is an equal opportunity employer. Should you require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.**