



Are you interested in joining a team where you are improving lives by propelling meaningful healthcare advancements within our community? At **Calgary Health Foundation**, that is what we do! Through collaboration, philanthropy, and strategic investment, we enable new levels of excellence across the entire healthcare system, all to enhance outcomes and build healthier communities.

We are growing and have exciting career opportunities within many areas and functions. If you are ready to make a difference in the community in which you live and work, please apply today.

THE OPPORTUNITY: Junior Accountant

As part of our growth, Calgary Health Foundation is adding a Junior Accountant position.

This new position will inherit portions of accountabilities currently assigned to other members of the Finance and Accounting team and will be responsible for journal entries, posting gift processing transactions, and account and project reconciliations. Additionally, in collaboration with the broader team, our Junior Accountant will also be responsible for obtaining approvals and coding of invoices, data entry into the accounting system, and payments to vendors in a timely and accurate manner.

Key accountabilities of the role include:

- **Preparing journal entries, and account and project reconciliations.**
- **Posting gift processing transactions** to appropriate general ledger account.
- **Accounts payable processes**, including vendor setup, obtaining appropriate approvals and coding, invoice entry, and payment
- **Processing invoices and payments** for charitable disbursements.
- **Monitoring bank balances** prior to making payments and initiating bank transfers as necessary.
- In partnership with the CFO and broader Finance team, **maintaining** appropriate internal control safeguards.

THE IDEAL CANDIDATE

The ideal candidate is a highly organized, has a keen attention to detail, and is a proactive individual with a strong ability to manage multiple tasks and priorities in a fast-paced environment. Possessing excellent communication skills, both written and verbal, and a strong service mindset, the ideal candidate thrives in team settings while delivering on critical accounting functions for the organization.

Additional qualifications:

- A minimum of 3 years' direct accounting experience.
- Diploma in Accounting, Finance, or related education.
- Expert-level proficiency in Excel and other Office software.
- Previous experience in a non-profit environment and use of Financial Edge NXT is highly desirable.

If this sounds like you, please apply by no later than October 25th, including a cover letter and résumé via:

- **LinkedIn (preferred): [Junior Accountant | Calgary Health Foundation | LinkedIn](#)**

OR

- by email in confidence to careers@calgaryhealthfoundation.ca.

ADDITIONAL INFORMATION

It is expected that the starting salary for this position will be in the range of \$65,000 to \$70,000, aligned with the successful candidate's experience and skill set.

Calgary Health Foundation is a community-based charity raising funds to advance our city's healthcare. For more information about Calgary Health Foundation, please visit www.calgaryhealthfoundation.ca, or find us at on social media @yyc_health and calgaryhealthfoundation.

Our team is made up of people-minded, empathetic, and innovative contributors. We are an equal opportunity employer, and we strive to create an inclusive culture for all employees. We believe that diversity and collaboration amongst our teams drives innovation and transformation.

If this posting describes your background, skills and attributes please visit our website for more information and submit your resume and cover letter. If it doesn't describe you exactly but you feel you are well suited to this opportunity, we encourage you to apply.