

Job Title: Finance Manager/Director (position depends on previous work experience)

Reports to: CEO

Organization: Royal Inland Hospital Foundation

Location: Kamloops, BC

Status: Full-Time, Permanent

Salary Range \$80,000- \$120,000

Position Summary:

Reporting to the CEO, the Finance Manager/Director of the Royal Inland Hospital Foundation is responsible for ensuring the financial integrity, strategic reporting, and operational efficiency of the organization. As a key member of the leadership team, the Finance Manager/Director oversees all accounting and finance functions, ensures compliance with regulatory requirements, and provides strategic financial guidance and reporting strategies to the Chief Executive Officer and Board of Directors to support long-term sustainability.

In addition to managing day-to-day financial operations, the Finance Manager/Director plays a critical role in shaping the Foundation's future by identifying and evaluating investment strategies and business opportunities that align with its mission and goals.

The Finance Manager/Director will foster trust and credibility with the Board, donors, and internal stakeholders by delivering timely, accurate, and insightful financial reports, forecasts, business cases, and post-implementation reviews. They will translate complex financial data into clear, actionable insights to support informed decision-making across the organization upon request and in a timely manner.

Key Responsibilities:

Accounting Responsibilities

- Analyze financial data in the context of broader philanthropic trends, using this insight to craft clear, strategic summaries and narratives that inform decision-making and engage both the Board of Directors and internal stakeholders
- Process bi-weekly accounts payable and staff expense reimbursements.
- Complete monthly bank reconciliations.
- Prepare monthly and quarterly financial statements.
- Lead the annual audit process, working with external auditors.
- Coordinate the annual budgeting process, in collaboration with leadership.
- Manage credit card processing and reconciliation.
- Prepare and file GST and PST rebate claims annually.
- Maintain and provide reporting on Catchment Fund summaries.
- Prepare annual financials for the Annual Report, once approved by the Board.
- Manage quarterly submissions for Regional Hospital District (RHD) grant funding.

- Perform bank transfers and ensure cash flow efficiency as required.
- Produce event profit & loss statements as needed.
- Monitor and maintain investment accounts and advise on performance.
- Identify and assess opportunities for new investments or business ventures that support the Foundation's financial sustainability and strategic goals.

Gaming and Fundraising Reporting

- Track and prepare reports related to staff lottery and fundraising event revenue.
- Compile and submit the annual gaming report in accordance with regulations.

Administrative Responsibilities

- Complete equipment funding confirmation forms with required documentation and signatures.
- Maintain organized financial storage systems, including document rotation.
- Additional financial administrative duties as needed.

Other Responsibilities

This role is expected to support the overall success of the Foundation by assisting with other duties as required. This may include providing support to team members, assisting with event logistics or donor stewardship activities, participating in Foundation initiatives and meetings, and adapting to evolving priorities within a fast-paced, mission-driven environment. Flexibility, collaboration, and a willingness to contribute wherever needed are essential qualities for this role.

Qualifications:

- CPA designation is an asset.
- Minimum 5 years of senior financial management experience, preferably in a non-profit or healthcare setting.
- Solid understanding of Canadian non-profit accounting standards, budgeting, and audit processes.
- Proven ability to identify financial growth opportunities and evaluate investments.
- Proficient in accounting software – the Foundation uses Blackbaud's Financial Edge NXT
- Highly organized, detail-oriented, and collaborative.
- Exceptional organizational skills with strong attention to detail.
- Excellent written and verbal communication skills.
- Ability to handle sensitive information with a high degree of confidentiality.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and virtual meeting platforms (Zoom, Teams).
- Ability to manage multiple tasks, prioritize effectively, and work independently.
- A team player with a flexible and proactive attitude.
- A sense of humour

How to Apply

To apply for the Finance Manager/Director, please submit the following by **Tuesday, October 14, 2025**:

- A cover letter outlining your interest in the role and relevant experience
- A current resume

Email your application to **sarah.roberts2@interiorhealth.ca** with the subject line: **Finance Manager/Director – [Your Full Name]**.

Ideal start date: Mid-November 2025

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

