



Director of Finance
Halifax, NS
Reference # HL-QEII-9276

We are excited to be partnering with the QEII Foundation, in their search for a **Director of Finance** to join their team in Halifax, Nova Scotia. The QEII Foundation is well on the path to success for the \$100-million We Are Campaign, the largest healthcare fundraising campaign ever in Atlantic Canada. When the campaign reaches its ambitious goal, every team member will know they played a role in making healthcare history.

The Foundation inspires generosity to advance care at and through the QEII Health Sciences Centre, funding new technologies, medical research, and innovation that improve patient outcomes and experiences. With a bold vision to transform care and transform lives, the QEII Foundation works alongside dedicated community leaders, donors, and volunteers to advance healthcare for patients across Atlantic Canada and beyond. Guided by its values; leading with heart, acting with integrity, and embracing boldness, the Foundation's passionate team is committed to making a meaningful difference every day.

Reporting to the Vice-President, Finance & Administration, the Director of Finance will oversee all finance and accounting functions for the QEII Foundation. This role is critical in ensuring effective financial management, transparency, and compliance with relevant standards and regulations. The Director will be responsible for overseeing the month-end close, financial reporting, gift processing, payroll, benefits administration, fund and grant management, and compliance. As a member of senior management, the Director will provide organizational leadership, contributing to strategic decision-making and providing a strong, proactive voice at the senior management table. Additionally, the Director will manage a dedicated team to ensure that all financial processes are efficient and adhere to best practices.

Responsibilities include:

Financial Management & Reporting

- Oversee month-end close processes, including reconciliations, journal entries, and financial reporting.
- Prepare and present monthly financial statements, campaign progress, and fund reports, ensuring compliance with GAAP.
- Support budgeting and business planning processes in collaboration with the VP.

Fund Management

- Oversee the management of all funds, ensuring that fund disbursements are aligned with the terms and objectives of each fund.
- Manage the creation and authorization of new funds, ensuring proper approvals and communication with partners.
- Approve designated fund and endowment fund grants.
- Provide oversight and support for donation processing, gift entry, and the issuance of income tax receipts.

Cash & Treasury Management

- Monitor and manage cash flow and working capital to ensure the organization maintains financial stability and liquidity at all times.
- Oversee daily cash operations, ensuring sufficient liquidity for operational needs, including payroll, vendor payments, and fund disbursements.

Payroll & Benefits Administration

- Oversee payroll and benefits processing, maintaining employee records, and managing payroll remittances and filings.
- Ensure compliance with pension plan filings (NSHEPP Defined Benefit Pension Plan).

Procurement & Financial Controls

- Approve procurement and expenses, ensuring proper coding for budget management.
- Ensure all purchases and contracts comply with the organization's delegated signing authority policy.
- Develop and enforce internal controls and financial procedures to safeguard assets.

Audit & Compliance

- Support external audits by preparing necessary documentation and responding to audit inquiries.
- Ensure compliance with financial regulations, including HST filings and other applicable tax obligations.

Organizational Leadership, Team Leadership & Development

- Contribute as an active member of senior management (directors and the Executive Leadership Team) to support business planning, staff engagement, team development and more.
- Foster a culture of operational excellence, driving continuous improvement in financial processes and overall organizational performance.
- Lead, coach, and develop the finance team to achieve organizational objectives and improve performance.
- Actively participate in cross-functional leadership meetings, collaborating with other senior leaders to drive the organization's mission, vision, and values.

The ideal candidate will have:

- CPA designation.
- Bachelor's degree in finance, accounting, business administration, or a related field.
- 5 to 7 years of progressive experience in finance and accounting, with at least 2 years in a leadership role.
- Strong knowledge of GAAP and financial regulations applicable to the non-profit and charitable sector.
- Demonstrated experience with financial reporting, month-end close, payroll, and fund management.
- Proficient in financial software and Microsoft Excel.
- Excellent leadership and team management skills, with the ability to coach and mentor staff.
- Strong organizational skills, ability to prioritize effectively, with a keen eye for detail.
- Strong communication skills, with the ability to collaborate effectively across departments and with external auditors.
- Experience in managing non-profit financials, especially within healthcare or charitable organizations considered an asset.
- Knowledge of the NSHEPP Defined Benefit Pension Plan and HST filings would be considered an asset.
- Experience with Blackbaud product suite, including Raiser's Edge and/or Financial Edge considered an asset.

This is a unique opportunity to join a mission-driven organization making a lasting impact on healthcare across Atlantic Canada.



The QEII Foundation is on an intentional EDI journey. Applicants from all backgrounds are encouraged and welcome to apply.

Candidates are asked to contact Heather Labucki, Partner, or Sara Morey, Senior Consultant, at smorey@kbrs.ca to apply. If you require accommodation to participate in the recruitment process, please let Sara Morey know.

Meridia Recruitment Solutions connects leading organizations with top talent by building strong relationships and creating ideal matches with candidates because we are only successful when you are. We appreciate your interest in this opportunity.

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