

The mission of Canada's Children's Hospital Foundations (CCHF) is ***to fund the most urgent needs in children's healthcare by uniting hospitals, donors, and partners across Canada***. Established in 2017, CCHF is a non-profit organization that raises funds for a national network of children's hospital foundations. As the largest single, non-government funder of child health in Canada, CCHF continues to receive generous support through donors within Children's Miracle Network® as well as contributions from additional companies and partners.

When you join CCHF, you become part of a collaborative culture rooted in our values: compassion, ambition, partnership, and integrity. These values guide how we work with our Member Foundations, help shape our national partnerships and fundraising campaigns, and, of course, enable how we work as a team. Your success will be guided by our Leadership Competencies of Values People & Culture, Strategic, Accountable for Results, Promotes Learning & Development, Fosters Collaboration & Diversity, Leads Change and Exemplifies Integrity & Respect.

At CCHF we are more than fundraisers. We are champions for the next generation—standing with families, donors, partners and communities to form a trusted alliance advancing children's health and amplifying impact nationwide.

Bold in vision. National in scale. Local at heart.

Because the health of our children shapes the future of our country. And building that future starts here—with us.

WE'RE GROWING! As CCHF continues to expand its impact and strengthen support for children's healthcare in our community, we are excited to introduce a newly created **Specialist, Accounting (Intermediate)** role. This position reflects our ongoing growth and commitment to strong financial stewardship, innovation, and collaboration across the organization.

POSITION OVERVIEW

The **Specialist, Accounting (Intermediate)** is an important member of the Canada's Children's Hospital Foundations (CCHF) team in delivering on the organizational strategy by enabling impact. Specifically, this role will be responsible for the execution of the Finance and Data strategy by coordinating various finance functions as well as supporting the team as guided. Primary functions include but not limited to completing cyclical and non-cyclical accounting processes, reconciliations, reporting and analysis on a periodic basis as well as effective working capital (Cash, AP and AR) transaction processing. Every member of the CCHF team contributes to our success in raising funds whilst collaborating with other members of the CCHF team, and Member Foundations.

This role will entail a combination of office and work from home environments, with employees working 2-3 days per week at our Toronto office. Occasional travel to fundraising activities and

events, meetings, conferences, and training opportunities within Canada and USA will be required. Evening & weekend work may be required.

The expected salary for this position is: \$67,500 - \$75,000*

**Note: based on factors such as education, experience, skills*

As a CCHF Employee, you will:

- Act as a positive contributor to the CCHF vision, mission, values, and culture
- Work collaboratively with CCHF staff, Member Foundations, Children's Miracle Network Hospitals (CMN), partners, suppliers, and other stakeholders to gain buy-in in an environment of competing priorities
- Demonstrate an entrepreneurial spirit and growth mindset to contribute to strategic partnerships which deliver revenue growth
- Act as a skilled problem solver that thrives in a fast-paced environment and manage multiple priorities and quickly respond to the needs of partners and/or stakeholders in well-thought out and workable solutions

KEY RESPONSIBILITIES

1. Quarterly & Off-Cycle Disbursements

- Partner with the CCHF Data Team, CMN Data Team, National Partnerships team and VP of Finance to execute quarterly and off-cycle disbursements for CCHF.
- Ensure cash received file is current and follow up for any missing information.
- Using the Tableau Tool, prepare the monthly Braintree Reconciliation files for Credit Card Transactions and validate with TD Dump file.
- Prepare transactional files for CCHF Website, Extra Life and Other Partner Revenue Funds to enable monthly disbursement/reporting.
- Reconcile Transactions for Donor Disputes and Refunds through Donor Drive / Braintree.
- Reconcile CCHF Website portion of Data from Braintree Data with Donor Drive Data to identify Donor Information for Tax Receipting purposes and reconcile Partners for reporting.
- Validate monthly reconciled Extra Life CAD & USD Data; prepare reports and share with US CMN Data Team to enable Market Matching for disbursements.
- Reconcile and validate Disbursement Data files prepared by the US CMN Data Team, identify errors and anomalies, and follow through on final submission.
- Validate CAD and USD Extra Life transactions with Extra Life Donor Drive Data for Tax Receipting implications.
- Prepare the monthly/quarterly disbursement roll-up file by Hospital Foundation/Partner and validate "Market Matched" data staged into file against raw data.
- Participate in QA review files for three randomly selected Member Foundations and follow through on queries/reporting enhancement opportunities.
- Prepare CFO files for all the hospital Foundations, summarizing disbursements due to them by Partner/Program; validate summary with disbursement Roll-Up file.

- Populate Foundation Templates with disbursement details, validate data with Roll-Up file and upload onto Member portal.
- Participate in debrief session to unpack recently concluded cycle and record any errors / enhancement opportunities for next cycle.
- Address issues and concerns posed by Member Foundation Program Directors from Hospital Foundations upon receipt of Foundation Templates.
- Work with Hospital Foundations and Stakeholder Engagement Team towards achieving quarterly 'Direct to Market' reporting deliverables.
- Roll-up 'Direct to Market' details by Partner; summarize by Partner and Hospital Foundation and share details with National Partnerships team highlight key takeaways.
- Follow up with Hospital Foundation Member Foundation Program Directors with any questions posed by the National Partnerships team.
- Publish finalized 'Direct to Market' report and update any and all reporting requirements relating to this activity.
- Must update escrow reconciliation file on a monthly basis.
- Work on variance analysis for quarterly or off-cycle disbursements.
- Prepare the board approval package for quarterly and off-cycle disbursements.

2. Accounting

- Ensure timely and accurate administration of the accounting processes in support of effective accounts payable, accounts receivable, general ledger, cash flow and banking.
- Contribute to the preparation of accurate and timely periodic financial statements.
- Process record keeping and payment of invoices, expense payments in systems (D365)
- Collaborate with department leads on balance sheet reconciliations
- Prepare periodic journal entries
- Assist with periodic closing and reporting

3. Communications & Member Services

- Provide support to Data Team on Market Matching queries
- Provide support to the US CMN Data Team to identify and Market Match any 'Unknown Market Event' data files.
- Assist in resolving any Tax Receipting / Donor Disputes between CCHF and Member Foundations.
- Provide ad hoc support to Stakeholder Engagement, Impact, Member Foundation Program Directors and Marketing Teams.

4. Enterprise Planning Co-ordination

- Market Matching Tools for both CCHF & CMN Partners are being adhered to and utilized accordingly.
- Ensure that all financial activities meet legislative requirements, CPA NPO standards, Board and operational policies.
- Provide advice, guidance, and support to stakeholders with regards to targets.
- Review, prepare and make recommendations on processes with a focus on efficiency and quality improvement opportunities to ensure mutual financial and program success.

- Support preparation coordination of periodic Financial Reports and year-end audit process.
- Contribute to the annual schedule development and distribution of key initiatives including disbursements, Donor Tax, Financial Planning (budget & forecast)

5. Other projects and duties as assigned.

QUALIFICATIONS

- Bachelor's Degree in Business, Finance, Economics, Mathematics or Statistics
- 3-5 years experience in financial operations and/or accounting, including payment processing, general ledger, cash flow and banking.
- Proficiency with Microsoft Office applications (Word, PowerPoint)
- Advanced expertise in MS Excel
- Experience developing reports on a BI platform (i.e. Tableau, Power BI)
- Highly analytical and structured approach, with focus on understanding the driver for results
- Ability to identify issues, generate and evaluate alternatives and implement solutions
- Excellent and proven analytical skills with high attention to detail
- Advanced planning and coordination skills to meet time sensitive / deadline-oriented deliverables.
- Ability to establish rapport and trust with key stakeholders, internal and external
- Strategic, innovative, and creative approach to problem-solve challenges and opportunities
- Collaborative
- Attention to detail
- Effective written and oral communication and presentation skills
- Agility to adapt priorities based on dynamic organization and employee requirements and meet deadlines
- Ability to balance with attention to detail and efficient/rapid execution
- Effective business communication skills (verbal and written)
- Exceptional relationship building, customer service skills, exhibiting professionalism, diplomacy, tact and composure
- Ability to adapt communication to respond to a wide variety of stakeholders and audiences
- Flexibility to manage changing demands, ability to prioritize deliverables and meet deadlines
- Ability to manage sensitive and confidential information, exercising good judgement in diverse situations

Canada's Children's Hospital Foundations is committed to fair and equitable employment in our recruitment and selection process. We welcome applicants including, but not limited to, persons with disabilities, racialized communities, all religions and ethnicities, Indigenous people, LGBTQ2S+ persons and all others who may contribute to the further diversification of our foundation community.

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

To learn more about CCHF and our mission and values, visit our website at childrenshospitals.ca.

To review how CCHF will protect your private information, please visit: [Recruitment-Notice-CCHF.pdf](#)

To submit an application, please visit:

<https://cchf.bamboohr.com/careers/86?source=aWQ9MTc%3D>