



SENIOR ACCOUNTANT

About Dalhousie Medical Research Foundation (DMRF)

Dalhousie Medical Research Foundation (DMRF) provides critical support to local health research by fundraising to attract the best resources available to bolster their leading-edge work. Whether it's talent, equipment, training, or space, DMRF exists to strengthen this research to positively impact health outcomes regionally, nationally, and internationally. Collaboration is vital to our success, and we nurture strong relationships with research institutes locally, and across geographic borders, who share our quest for innovative outcomes. Our Board of Directors includes local, national, and international members who enhance our ability to have greater depth of knowledge, expertise, and diversity. Our members care passionately about health research and its potential to improve the health outcomes of people in this community and beyond.

In 1979, a group of business and community leaders, along with members of Dalhousie's Faculty of Medicine, came together because they believed in the power of medical research to change and save lives - they also believed our region could and should be a leader in medical research excellence; DMRF was formed. Over forty years later, DMRF has raised tens of millions of dollars, and supported hundreds of world-class researchers by endowing projects, training leaders in health research, building partnerships, and funding new discoveries. This is changing health outcomes locally, and all over the world.

Job Summary

Reporting to the Director, Finance & Operations, and as a member of the Finance & Administration Team, the Senior Accountant is responsible for the general accounting and financial reporting functions that focus accountability, sustainability, and transparency. This includes preparation and review of general accounting, supporting financial reporting activities,

As the Senior Accountant, you are important to the growth and evolution of DMRF and its Finance & Administration Team. You will be actively engaged in supporting and strengthening our financial reporting activities. You will support and help improve key processes.

This is a great role for an individual who loves to view the whole picture and dig into the whole business. Opportunities to learn and be a part of other duties that support the Director, Finance & Operations in other business functions such as Human Resources, Information Technology, Facilities Management also exists.

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The role of Senior Accountant has the opportunity for career growth here.

Job Description

KEY RESPONSIBILITIES

Perform **general accounting** and related administrative functions to meet operational and accounting requirements.

- Review bank deposits, monthly reconciliations, and cash receipt entries.
- Review accounts payable, credit card, and expense reporting transactions.
- Prepare monthly reconciliations for revenue and expense transactions.
- Prepare monthly journal entries for investments, prepaid expense, and fixed assets.
- Prepare HST/GST rebate returns as well as other relevant regulatory filings (e.g., Registered Charity Return, Registry of Joint Stocks, Internal Revenue Service)

Perform **financial reporting** functions to promote accountability and transparency amongst our stakeholders.

- Prepare the month end closing package for Director review, including preparation of budget-to-actual reporting, and forecasting requirements including providing explanatory comments on operational results.
- Prepare accurate and timely financial information quarterly, as required for the Finance, Audit and Risk Committee of the Board of Directors for Director review, including providing explanatory comments on operational results.
- Work with the Director during the year-end audit process to prepare audit workpapers and respond to auditor inquiries.
- Make recommendations for the development and maintenance of effective internal controls over financial reporting

Provide support with **special or ad-hoc projects** that support and improve our business as we continue to grow.

- Contribute to the current accounting software implementation and join the team in software training.



- Make recommendations and support implementation of workflow process improvements as required.

Other related duties as assigned.

QUALIFICATIONS

- Bachelor's Degree or equivalent in a related discipline
- 2+ years of accounting experience, with an understanding of full-cycle accounting
- Actively in pursuit of accounting designation, or recently obtained CPA designation
- Excellent organizational and prioritization skills with a strong attention to detail
- Ability to understand both manual and system-driven accounting practices
- Proven knowledge of accounting principles, practices, standards, laws, and regulations
- Proven skills in establishing clear, efficient, sustainable, and enforceable processes that support financial controls
- Proficient with Microsoft Office (Excel, Word, Outlook)

RELEVANT SKILLS AND KNOWLEDGE

- Ability to learn, absorb, and recall information at a very fast pace
- Experience in a fast-paced environment requiring quick and appropriate decision-making skills to meet tight deadlines
- Possess excellent interpersonal skills that enable you to interact with a diversity of people and support resolution of issues
- Ability to self-motivate, organize, and prioritize time and resources
- Demonstrate a high level of sound judgement, tact, and diplomacy
- Ability to act with the required discretion when handling confidential information
- Strict attention to detail and accuracy with an appreciation for the implications of errors
- Demonstrate a commitment to diversity and inclusion

Work With Us

We are a strong team with a passion for not only advancing health research outcomes, but for a work environment that is supportive, hardworking, and fun. Now, more than ever, the world has seen the power health research has to affect the health and wellness of each of us. If you are looking to advance your philanthropic acumen by working with a gifted and talented team, in a culture that encourages growth and professional development, DMRF is the place for you. At DMRF, your voice will be heard.



We value your knowledge and expertise and will be looking to you to you advise us on the latest and greatest philanthropic best practices. We encourage you to come to our table, ready to share your experience and enthusiasm!

We are committed to employment equity and diversity in the workplace and welcome applications from individuals from equity-seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, African Nova Scotians, persons with a disability, persons who identify in the 2SLGBTQ+ community and others who reflect the diversity of Canadian society.

DMRF provides competitive compensation, including RRSP, health benefits, and other unique programs to support the health and well-being of you and your family.

Deadline to Apply is Friday, February 25, 2022. Please email your cover letter and resume to Mr. Matthew King, Director, Finance & Operations, matt.king@dal.ca

Notes

This is a **permanent, full-time position** and is paid between **\$60,000 - \$70,000 per annum** based on level of experience, at **35 hours per week**.

This position is **located in Halifax, NS** and will be **eligible for hybrid work (combination of in-person and remote work)** as agreed by all parties based on operational requirements and policy guidelines.

The successful candidate will be required to provide proof of full vaccination or may seek an accommodation from vaccine requirements on grounds [protected under provincial human rights legislation](#).

