



Job Title:	<b>Bookkeeping &amp; Donor Services Coordinator</b>
Reports to:	President & CEO
Salary Range:	\$40,000
Benefits:	Pension, Medical and Dental Benefits, Vacation, Employee Assistance Program
Standard Hours:	8:30 am – 4:00 pm (these may vary with operational requirements), 35 hour per week.
Work Location	On site at the Cobequid Health Centre
Term:	18-month term (renewal possible)
Deadline to Apply:	<b>Friday, May 9th, 2025, 11:59pm</b>

**Note:** Interviews will be conducted on a first-come, first-served basis and may be scheduled before the application deadline, so we encourage you to apply early. The position will remain open until filled.

**Cobequid Health Centre Foundation** is dedicated to making a difference in the healthcare available in our community. The Foundation turns ideas into action to create stronger healthcare for our community. The Foundation is responsible for funding priority medical equipment for the Centre.

Join our team as **Bookkeeping & Donor Services Coordinator**. This role is a great opportunity to get involved and further develop your financial skills while gaining exposure and experience in supporting fundraising activities for a health foundation.

Whether you are early in your career and interested in working in the nonprofit sector or you have years of experience you would like use to support an organization such as ours your interest is welcome.

## **DUTIES AND RESPONSIBILITIES SUMMARY**

### **Financial/Accounting**

- Provide daily bookkeeping support, including maintaining accurate records for receipting of gifts and financial information of donors using fundraising software (Canada Helps DMS).
- Oversee the Foundation's banking, including preparing bank deposits, maintaining accurate banking records, and preparing month-end financial reports.
- Provides assistance in the preparation of the annual budget and oversee the annual external audit
- Assist in the preparation of HST rebate applications and charitable information returns
- Provide administrative and bookkeeping support for fundraising activities, including event registration and data entry

### **Administrative/Donor Services**

- Provide administrative support, including managing the meeting schedule, coordinating invitations for events such as the AGM and Volunteer Reception, and preparing reports
- Coordinate all committee meetings, including reminders, ensuring quorum, and arranging speakers and food



- Scheduling kiosk rentals, table bookings, and raffle ticket sales volunteers.
- Maintain tracking spreadsheets and communicate with staff regarding funding for equipment
- Act as the Canada Helps Database Management specialist for the Foundation (training provided)
- Ensure smooth office operation, including ordering supplies and maintaining business machines
- Act as a positive ambassador for the Foundation, advising the President & CEO of any issues that may impact the Foundation
- Assist the President & CEO with coordinating other initiatives and tasks as assigned
- Contribute to the Foundation's team dynamics and function as an integral team member

### **Skills and Education**

- Preference given to candidates with post-secondary education (Diploma, Certificate Degree) in bookkeeping/office management and previous bookkeeping experience.
- Proficiency in using Microsoft Office Suite, computerized accounting software (Sage), and fundraising software (considered an asset). Training provided for Canada Helps DMS.
- Experience with Revenue Canada regulations related to charitable reporting requirements is an asset
- This position deals with co-workers, donors, sponsors, volunteers and the public daily. The successful candidate must be able to maintain a professional and business-like attitude and will work as a vital part of the team to achieve Foundation goals. Experience working or volunteering in a similar environment is considered an asset

### **Competencies**

- Strong attention to detail, accuracy, and excellent troubleshooting skills
- Ability to work both independently and within a team environment
- Commitment to the vision and mission of the Foundation, with a desire to make a community impact
- Reliable, flexible, and adaptable to new and challenging environments
- Excellent verbal, written, analytical, organizational, and interpersonal skills
- Strong professionalism, ethics, and sound judgment

Interested candidates should submit a combined resume and brief cover letter, outlining experience, qualifications, and expected salary range, to the Selection Committee. Applications can be sent by email, mail or dropped off during regular business hours or by placing in the Foundations Onsite Secure Dropbox. No phone calls please.

Stacey Chapman, President & CEO, Cobequid Health Centre Foundation  
2203- 40 Freer Lane, Lower Sackville, NS B4C 0A2 - [stacey.chapman@nshealth.ca](mailto:stacey.chapman@nshealth.ca)