



**Ronald McDonald
House Charities®**
Alberta

Temporary Finance Assistant 9 Week Position, 30 Hours/Week

Ronald McDonald House Charities® Alberta (RMHC Alberta) is passionate about providing a home away from home for families with seriously ill or injured children. Seventy per cent of Canadian families live in an area without a children's hospital. This means that when a child is seriously ill or injured, families must leave their homes, jobs and support systems to access vital – and often life-saving – medical care. RMHC Alberta is here to help. We keep families close.

We know that when a child is sick, the whole family hurts. That's why we're part of a global network prioritizing family-centered care through our unique core programs. We offer 73 private family suites at the Ronald McDonald Houses in Alberta. Our Ronald McDonald Houses provides a warm, compassionate and comfortable environment where families can share experiences, eat a warm homemade meal and rest while caring for their child in the hospital.

Reporting to the Controller, the Finance Assistant will be responsible for, but not limited to, supporting with administration, database management, A/P, A/R, and other general accounting tasks.

Finance Assistant Qualifications/Experience:

- Post-secondary in a related field such as Business Administration, Finance or Accounting.
- Two years of relevant financial/accounting experience is required.
- Experience with QuickBooks or Raiser's Edge is an asset.
- Be able to work independently and in a team environment.
- Can take direction and still self-manage your workload.
- Be attentive to details with a positive and enthusiastic attitude.
- Must be flexible and be able to prioritize to meet tight deadlines.
- Must have a current Police Criminal Background check with a vulnerable sector search and a Child Intervention Record Check.
- This position is made possible in part by the Canada Summer Job Grant. Applicants must be between 15 and 30 years of age and a Canadian citizen, permanent resident, or a person on whom refugee protection has been granted.



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Finance Assistant Responsibilities:

As the Finance Assistant, your day to day responsibilities of this temporary role may include, but not limited to:

- Complete basic data entry into QuickBooks and/or Raiser's Edge.
- Support reconciliation between QuickBooks and other internal databases.
- Support creation and updating of internal documents.
- Pull queries and compile reports when needed.
- Scan financial paper files to the server.
- Organize and name newly scanned documents and archive paper files where needed.
- Ad-hoc duties as required.

This a temporary 9 week position with 30 hours per week located in Edmonton, Alberta. Please submit resume with a cover letter quoting the position title "**Finance Assistant – Edmonton**" to hr@rmhcna.org. We would like to thank all applicants; however only those selected for an interview will be contacted.