



Hôpital général juif
Jewish General Hospital
Fondation | Foundation

**RÉALISER DES
MERVEILLES
VOUS AVEZ
CE DON.
WORKING
WONDERS.
YOU HAVE
THAT POWER.**

Accountant

The mission of the Jewish General Hospital Foundation is to advance health care and medical research for the people of Quebec by supporting Montreal's Jewish General Hospital, a tertiary-care, McGill University teaching hospital.

The Foundation provides essential assistance to the Hospital to enhance its extraordinary patient care, to further scientific discovery and to acquire the most recent and innovative medical equipment.

We partner with inspired members of the community to implement a wide variety of fundraising initiatives to achieve these ambitious goals.

JOB DESCRIPTION

Reporting to the Director of Finance the Accountant will be an active member of the Finance team. This position requires an individual who is detail oriented with a willingness to learn and grow within the organization.

DUTIES AND RESPONSIBILITIES

- Preparation of monthly bank reconciliations.
- Ownership of the accounts payable cycle including working closely with the Jewish General Hospital.
- Prepare and maintain government remittance/fillings.
- Assist in preparation of Internal Financial Statements and departmental budgets.
- Assist in the preparation of the year-end working papers for external auditors.
- Perform other related duties and ad hoc projects for the Foundation as needed

QUALIFICATIONS AND REQUIREMENTS



**RÉALISER DES
MERVEILLES
VOUS AVEZ
CE DON.
WORKING
WONDERS.
YOU HAVE
THAT POWER.**

- DEC or DEP in accounting
- University degree is an asset
- Minimum 2 years of work experience in a similar role
- Knowledge of Blackbaud Financial Edge and Raiser's Edge is an asset
- Proficient in MS Office (Word and Excel)
- Bilingualism (English and French), both spoken and written
- Ability to work independently and in a team-oriented collaborative environment
- Strong organizational skills and an ability to set priorities and multi-task
- Detail-oriented and a high level of accuracy

WORKING CONDITIONS

- Regular full-time position (35 hours/week)
- Flexible (hybrid) work model from office and remote
- Competitive salary
- Health, dental and pension plan coverage

HOW TO APPLY:

Please send your CV in confidence to celine.bastien@jgh.mcgill.ca. The JGH Foundation is a proud equal opportunities employer and we are committed to creating an inclusive workplace that allows all of our people to reach their full potential. A diverse team with a genuine passion for our cause is the key to our success and we believe in bringing your whole self to work. We welcome all qualified candidates to apply. However, only those applicants selected for an interview will be contacted.

