



Finance Officer
Health Services Foundation of the South Shore

About the Health Services Foundation of the South Shore:

For over 30 years, the **Health Services Foundation of the South Shore** (HSFSS) has been dedicated to enhancing rural healthcare for the residents of Lunenburg County with the support of a dedicated community and a forward-thinking Board of Directors. The HSFSS has a long history of positively impacting our community by fundraising for South Shore Regional Hospital and Fishermen's Memorial Hospital, successfully raising millions of dollars for critical medical equipment, education, and programming.

The HSFSS is growing, and we are seeking an individual to be part of our dynamic team as a **Finance Officer**. This is a permanent full-time position.

The Role:

Reporting to the Executive Director and working closely with the Treasurer of the Board, the Finance Officer will use Blackbaud's Financial Edge NXT for the daily management of all financial transactions, producing timely monthly statements and reports. The financial scope of this position includes budgeting, managing multiple funds, investment income calculations, commitment tracking, and committee activities. The Finance Officer also administers the Raiser's Edge NXT database, including but not limited to, managing and maintaining a proactive and efficient system, retaining donor profiles, and sustaining current invoicing and donor receipting, all within the approved timeframe and in compliance with CRA regulations.

Applicants for the position of Finance Officer must demonstrate the following:

- Post-secondary degree or diploma in accounting or a related field.
- Superior accounting skills with two to four years of relevant experience, preferably in the non-profit sector.
- Experience in Raiser's Edge NXT and Financial Edge NXT considered an asset.
- Strong interpersonal skills, with the proven ability to work as part of a collaborative team, a Board of Directors, and individual donors.
- A passion for healthcare and building a healthy community.

Applications will be accepted until **Friday May 9th, 4:00pm**. Please submit a resume and cover letter, either through regular mail or electronically, to the Health Services Foundation c/o Melissa Patterson. Inquiries by email only. We appreciate all interested applicants however only successful candidates will be contacted for an interview.

Health Services Foundation of the South Shore
PO Box 492, Bridgewater, NS B4V 2X6

or by email Melissa.Patterson@nshealth.ca

To learn more about the Health Services Foundation, we invite you to visit www.healthservicesfoundation.ca