



Through the generosity of our donors, the Dartmouth General Hospital Foundation helps create a community in which everyone has pathways to leading edge healthcare innovations, technology, programs and services.

The Dartmouth General Hospital Foundation (DGHF), founded in 1975, is a driving force in connecting community and hospital. Through the tremendous generosity of community, friends, and partners, the DGH Foundation has positively impacted and supported the delivery of exceptional patient care at the Dartmouth General Hospital through more than \$50 million dollars invested in equipment, facilities, and programs.

A trusted community anchor, the Dartmouth General Hospital is a 24-hour emergency, inpatient medical, surgical and critical care facility providing services to approximately 120,000 people in Dartmouth and surrounding areas.

POSITION SUMMARY

The Gift Accounting & Compliance Coordinator is responsible for the specialized accounting, administration, stewardship, and compliance of charitable gifts received by the Foundation. The position maintains the accounting records and subsidiary ledgers for donation revenue, pledges, sponsorship receivables, restricted funds, recurring gifts, and electronic payment clearing accounts, and ensures these records are complete, balanced, and reconciled to the Foundation's general ledger and banking records. The position prepares accounting entries, completes month-end and year-end reconciliations, verifies the procedures used to record gift-related financial transactions, and prepares supporting schedules and reports for management, auditors, and regulatory purposes. The position also serves as the Foundation's subject matter expert in charitable receipting and gift administration, ensuring donations are lawfully accepted, accurately documented, appropriately restricted, and receipted in accordance with the Income Tax Act, CRA guidance, donor intent, and Foundation policies. Through strong accounting controls, audit documentation, and accurate financial reporting, the position safeguards charitable resources and supports the Foundation's accountability, transparency, and public trust obligations as a registered charity.

OBJECTIVE AND SPECIFIC ACCOUNTABILITIES

1. Main point of contact for all gift processing (Online gifts, manual gifts – cheque, cash or credit card, pledges and sponsorship invoices)
2. Provide fundraisers information on proper receipting processes in accordance with CRA.
3. Administer and record charitable gifts within the Foundation's gift management systems (Raiser's Edge), ensuring accuracy, completeness, donor stewardship, and regulatory compliance.
4. Enter memorial gifts and send acknowledgement letters to next of kin.
5. Reconcile bank deposits prepared by other staff to batch control reports and ensure proper processing of gifts in the Raiser's Edge platform.

6. Reconcile credit card processing reports (BBMS / Stripe) with bank deposits and gift batch control reports to ensure completeness and accuracy of data.
7. Exercise specialized knowledge of charitable receipting requirements to issue official donation receipts, assess receipting eligibility, maintain supporting documentation, and ensure compliance with CRA regulations and Foundation policies.
8. Maintain complete and accurate accounting records and subsidiary ledgers for charitable gifts, pledges, sponsorship receivables, restricted funds, recurring gifts, and electronic payment clearing accounts using computerized accounting and gift-management systems.
9. Prepare journal entries for donation revenue, sponsorship revenue, receivables, merchant fees, returned payments, write-offs, fund transfers, and other gift-related financial transactions in accordance with the Foundation's chart of accounts and accounting policies.
10. Reconcile Raiser's Edge gift records and subsidiary ledgers to the general ledger, bank accounts, merchant processor statements, accounts receivable records, and restricted-fund balances as part of the monthly close process; investigate and resolve discrepancies.
11. Prepare month-end and year-end accounting schedules, account analyses, continuity schedules, trial balance support, and financial reports related to charitable revenue, pledges, sponsorships, restricted funds, and deferred or unearned amounts.
12. Verify and document the accounting procedures and internal controls used to record gift-related financial transactions; recommend and implement process improvements to strengthen accuracy, segregation of duties, audit readiness, and regulatory compliance.
13. Support annual financial statement audits and other reviews by preparing reconciliations, transaction listings, receipt samples, supporting documentation, and responses to auditor inquiries for gift revenue and related accounts.
14. Monitor outstanding pledges and sponsorship receivables, assess collectability, prepare aging reports, recommend allowances or write-offs, and record approved accounting adjustments.
15. Prepare periodic financial and management reports on donation revenue, receivables, restricted funds, recurring gifts, merchant fees, and reconciliation status for the Vice President Finance and Administration and fundraising leadership.
16. Generate invoices based on Sponsorship agreements. Follow up on unpaid invoices.
17. Maintain the integrity of donor and gift records to support stewardship obligations, audit readiness, regulatory compliance, and accurate reporting of charitable contributions.
18. Administer recurring giving and electronic donation programs, ensuring donor intent is fulfilled and charitable contributions are processed in accordance with regulatory and financial control requirements.
19. Transfer online gift data from other sales databases such as ShowPass / JustGiving / Funraisin to Raiser's Edge using the JMG connector.
20. Following up with donors for third party events including managing or changing data and issuing duplicate receipts.
21. Print and mail monthly pledge reminders as well as manage records in monthly past due report, letting Philanthropy officers know if one of their donors is past due.
22. Backup for grant requests from Patient Essentials Fund.
23. Provide support to the Vice President Finance and Administration as required

EXPERIENCE AND QUALIFICATIONS

- Minimum three years' experience in bookkeeping, accounting administration, charitable gift accounting, or nonprofit financial administration, including responsibility for journal entries,

account reconciliations, subsidiary ledgers, month-end close support, audit schedules, and CRA charitable receipting compliance.

- College diploma or post-secondary credential in accounting, bookkeeping, business administration, or a related field; an accounting technician or bookkeeping designation is considered an asset.

KNOWLEDGE

- In-depth knowledge of Raiser's Edge and BlackBaud products including BBMS
- In-depth knowledge and demonstrated understanding of the Income Tax Act provisions governing charitable donations, CRA charitable receipting guidance, donor restrictions, stewardship obligations, and charitable compliance requirements.
- Strong working knowledge of computerized accounting systems, general ledger structures, journal entries, account reconciliations, month-end closing procedures, and financial audit support.
- In-depth knowledge of Microsoft Office suite
- Working knowledge of office equipment (multi-function printer, scanner, label printer, laminator)

SKILLS

- Excellent communication skills in person, on the phone and by email.
- Organization skills with the ability to multi-task
- Strong analytical skills and demonstrated ability to reconcile complex financial information, investigate variances, and maintain accurate accounting records.
- High degree of accuracy, professional judgment, confidentiality, and ability to interpret accounting policies and regulatory requirements.

How to Apply

To apply please send a cover letter and resume to Shelley Alward McLeod at shelley@hronthego.ca. Please include: **DGHF Gift Accounting & Compliance Coordinator** in the subject line. This posting will remain open until a successful candidate is selected.

This is a permanent, full-time position. The salary range is **\$50,000- \$61,000**. Compensation package includes a defined benefit pension plan, health and dental plans, \$500 wellness account and an employee and family assistance plan. We thank all candidates for their interest, however only those under consideration will be contacted.

The Dartmouth General Hospital Foundation is committed to being a workforce that is free of discrimination, values diversity and is representative of the people we serve.

Our office is located in the Dartmouth General Hospital. Due to the nature of the work responsibilities this position will be primarily located in-office.

Any offer of employment is conditional upon the completion of all applicable background and reference checks.