



**CALGARY  
FOUNDATION**  
FOR COMMUNITY, FOREVER

**FINANCIAL COORDINATOR (Gifts & Payments)**  
**FULL-TIME (37.5 hours per week)**  
**Salary \$55,000 - \$60,000 annually**

**WHO WE ARE:**

Since 1955, Calgary Foundation (“Foundation”) has been nurturing a healthy, vibrant, giving and caring community. As a community foundation made up of 40+ staff members and 80 committee volunteers, we facilitate collaborative philanthropy by making powerful connections between donors and community organizations for the long-term benefit of Calgary and area.

The Foundation has committed to active reconciliation in accordance with the Truth and Reconciliation Commission (TRC) 94 calls to action and United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) as an important and integrated part of our culture. In addition, Calgary Foundation is on a journey of establishing a culture of racial equity focused on the proactive counteraction of race inequities, both inside and outside the organization. Our reconciliation and racial equity journey is intentional, with meaningful participation from all team members both collaboratively and as individuals.

**OUR VALUES ARE:**

**Accountability** – We are answerable to the community and our stakeholders for our practices and results.

**Compassion** – We care about people and consider individual and community wellbeing.

**Excellence** – We aspire to exceptional performance and are committed to best practices.

**Inclusiveness** – We embrace diverse knowledge, backgrounds and perspectives and encourage collaborative communities.

**Integrity** – We are trustworthy, honest, reliable and ethical.

**WHAT WE ARE LOOKING FOR:**

Reporting to the Director, Finance, you will support the Finance team through the accurate and efficient accounting for gifts received from donors (individuals, businesses, other charitable organizations) and payments received from borrowers and others. You contribute to donor engagement and the building of long-term relationships with donors by quickly and accurately applying the regulations pertaining to the creation and issuance of charitable tax receipts. You support the Finance team by providing support to the process of bank reconciliation by identifying cleared cheques in the accounting software.

## WHAT YOU WILL BE DOING:

- Handle cheques in accordance with the organization's internal control policies
- Deposit cheques received into the correct bank or investment account
- Confirm that the receipt of cash and cheques are correctly recorded in the database (reconcile the deposits to the database, determine if a tax receipt to be issued, ensure the default general ledger accounts are correct)
- Record receipt of wire transfers, EFTs and credit card transactions in the database (import data from external sources as necessary)
- Notify Donor Relations team of EFT payments rejected by recipient banks and deposited items returned NSF
- Record receipt of gifts-in-kind (such as publicly listed securities, life insurance, etc.) in database by referencing external data sources and being informed by input from Donor Relations team
- Administer monthly credit card donations and adjustments to credit card transactions
- Access a number of funder's web-based platforms to identify fund and donor information pertaining to grants received
- Create charitable tax receipts from the database on an ongoing basis and replacement receipts when requested
- Prepare a small number of paper cheques for signature for payment to vendors that provide services to entities related to Calgary Foundation
- In support of the bank reconciliation, identify payment items (cheques, EFTs) that have cleared the bank (on a monthly basis)
- Occasionally, complete and present for review all vendor credit applications
- Occasionally, create invoices (Accounts Receivable) at the request of other teams.
- Assist in the annual audit by preparing assigned reports and providing documentation related to gifts and payments as requested by the auditors
- Annually, acquire scholarship information (payees, SINs, addresses, etc.) from Donor Relations and file annual T4A Summary and Return online
- Ensure accurate and complete document and records management, relative to the gifts and payments function, in accordance with record retention policies
- Other accounting and related duties as assigned

## WHAT YOU BRING:

### Skills and Experience

- Experience issuing charitable donation tax receipts
- Accounting education. A diploma/certificate/courses from an accredited post-secondary institution is preferred
- Intermediate (or better) knowledge of Microsoft Word (mail merges with various data formats) and Excel (data imports and exports in various formats \*.csv \*.txt)
- Experience using a number of different databases
- Exposure to legacy software systems
- Exhibited experience in switching responsibilities throughout the workday while maintaining a high level of accuracy, paying attention to various sources of information and always looking for better ways to do the work

## Desired Behaviours

- Attentive to detail
- Efficient
- Focused on meeting deadlines
- Responsive to changing priorities
- Proactive and dedicated work ethic, with the desire to continuously learn, improve and share knowledge gained
- The role requires a team player with enthusiasm, a positive attitude, and the desire to serve a community of donors, grant seekers and other stakeholders
- Committed to upholding and promoting the values of Calgary Foundation

## WHAT SUCCESS LOOKS LIKE:

As a member of the Finance Team, you contribute to the overall organizational outcomes:

- financial reporting is accurate, timely and relevant
- issuance of charitable tax receipts is in accordance with the regulations as per Canada Revenue Agency and/or the Province of Alberta
- donors receive their charitable tax receipts in a timely manner

## WHY WORK AT CALGARY FOUNDATION:

You seek a career with purpose. You have a passion to build a healthy and vibrant community where everyone belongs. You thrive with challenging work and value a culture of collaboration, professionalism, and mutual respect. Calgary Foundation is an equitable employer, and we encourage applications from members of groups who face historical and/or current barriers to equity. We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our community.

## HOW TO APPLY:

Interested candidates are encouraged to submit, via email, a resume and cover letter in PDF format by Oct 6, 2022, to Tracy Maracle, Vice President, Governance & Human Resources to email: [careers@calgaryfoundation.org](mailto:careers@calgaryfoundation.org). In addition to salary, a comprehensive benefits package, participation in a matching RRSP program, and a hybrid work environment are also offered. We thank all applicants for their interest, but only those selected for an interview will be contacted. For information regarding the Calgary Foundation please visit [calgaryfoundation.org](http://calgaryfoundation.org).