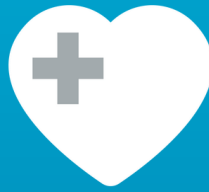


KGHFOUNDATION



ARE YOU READY TO USE YOUR SUPERPOWERS FOR GOOD?

At the KGH Foundation, we are driven by excellence. We strive to use our superpowers to build world-class health care, right here at home. This work is your opportunity to impact countless lives of those in the Southern Interior. If you're an extraordinary individual who is ready to use their superpowers for a purpose, look no further.



WE'RE LOOKING FOR AN EXCEPTIONAL: DIRECTOR OF FINANCE

DATE POSTED: June 1, 2026

POSTING CLOSES: When a suitable candidate is found

POSITION STATUS: Permanent Full -Time

LOCATION: Kelowna , BC

REPORTS TO: Chief Operating Officer

SCHEDULE: 8 a.m. - 4p.m., Monday to Friday (37.5 hours per week)

SALARY BAND: \$88,000- \$110,000, with ability to progress up to \$132,000

SUMMARY:

The Director of Finance provides strategic operational leadership for the finance function, ensuring accurate, efficient, and compliant financial operations across the Foundation. Reporting to the Chief Operating Officer (COO), this role leads a team of finance professionals, oversees all day-to-day financial activities, and provides timely, data-driven insights to support leadership decision-making. While the COO retains ultimate authority over budgets, policies, strategic plans, and enterprise-level financial decisions, the Director ensures operational excellence, compliance, and cross-functional collaboration in financial management.

VITAL ACTIVITIES:

- Lead and develop Finance team
- Oversee financial operations
- Ensure regulatory compliance
- Provide financial analysis
- Support cross-functional collaboration

KEY INTERNAL MOTIVATORS:

Motivated by the desire to do the job well, ensuring financial accountability, and supporting the KGH Foundation's goals.

- Desire for accuracy
- Continuous improvement mindset
- Motivated by clear objectives, both for the team and the organization

KEY RESPONSIBILITIES:

Leadership and Team Management:

- Lead, mentor, and develop the finance team, fostering a collaborative and high-performing environment.
- Promote continuous improvement in financial processes and procedures.
- Serve as a key liaison between finance and other departments to ensure smooth operational workflows.
- Facilitate cross-functional collaboration to support strategic initiatives and organizational goals.

Financial Operations and Oversight:

- Oversee gift entry, including review, verification, processing adjustments, and posting.
- Exercise judgement on gift receipting eligibility and database coding.
- Oversee A/P invoice coding and COO & CEO approval processes.
- Manage payment processes, including cheque runs, EFT payments, and posting of invoices.

- Identify and resolve discrepancies between financial and gift databases to ensure accurate reconciliations.
- Review and consolidate accounting for social enterprises, providing guidance during preparation.
- Monitor cash flow, cash balances, and prepare cash flow projections.
- Prepare bank reconciliations, journal entries, and ensure accurate reporting.
- Oversee payroll, benefits analysis, and maintain capital asset schedules.
- Administer investment and endowment portfolios, BC Gaming License compliance, and other regulatory filings (GST, PST, T3010).

Reporting, Compliance, and Continuous Improvement:

- Prepare error-free quarterly financial statements with schedules, variance analyses, and supporting documentation.
- Participate in grant meetings to verify funding availability and support balanced resource allocation.
- Assist in documenting, maintaining, and improving policies and procedures for complex financial and accounting issues.
- Maintain up-to-date knowledge of accounting standards, regulatory requirements, and sector best practices.
- Provide analytical support and operational insights to the COO to inform strategic decision-making.

Special Projects and Strategic Support:

- Support the COO in financial reporting, budget analysis, and process improvement initiatives.
- Supports the COO in building and coordinating the annual budget, consolidating submissions, tracking actuals vs. budget
- Assist with configuration and administration of financial and gift databases.
- Lead special projects or initiatives as required, ensuring alignment with organizational objectives.

CORE COMPETENCIES:

- Operational excellence and process improvement
- Leadership and people management
- Strategic financial insight and analytical ability
- Cross-functional collaboration and communication
- Accountability, integrity, and attention to detail

REQUIREMENTS:

- Professional accounting designation (CPA) or equivalent experience.
- Significant experience in finance leadership, preferably in a nonprofit or healthcare-related organization.
- Strong expertise in financial operations, reporting, and compliance.
- Proven experience leading teams and fostering collaboration across departments.
- Strong analytical, organizational, and communication skills.
- Ability to exercise sound judgement and provide strategic operational guidance.

WORKING CONDITIONS:

- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required with time off in lieu of pay.

WHAT'S IN IT FOR YOU?

We're asking a lot of you - so what are we giving back?

- Competitive salary & a transparent salary band
- Pension supplement
- Four weeks paid vacation
- Comprehensive dental and extended medical benefits
- The opportunity for hybrid work after a probationary period
- Opportunities for professional development
- Casual 'Dress for Your Day' dress code
- An incredibly supportive & talented team to work alongside

ABOUT US:

The KGH Foundation is a leading charitable organization dedicated to enhancing health care quality in our region and beyond. Located in the vibrant Okanagan Valley, we offer a dynamic and supportive work environment that encourages collaboration and creativity.

At the KGH Foundation, you will have the opportunity to use your superpowers for good! By joining our team, you'll contribute to a mission-driven organization that values innovation, compassion, and community. You'll work alongside dedicated professionals and passionate volunteers, all committed to advancing excellence in health care and providing vital support to those who need it most. Together, we create a brighter, healthier future—right here at home.

OUR VISION:

World Class Health Care close to Home.

OUR CULTURE CODE:

At the KGH Foundation, we're driven by a sense of purpose and a commitment to making a meaningful impact. We value patience, kindness, and respect, understanding that great things take time and collaboration. Creativity fuels our innovation, while professionalism and compassion guide our interactions. We believe in having fun and sharing stories, cultivating a transparent and team-oriented environment where celebrations and gratitude are part of our daily culture.

To apply, please send your resume and cover letter to [Barb Jackson](#), Chief Operating Officer

The KGH Foundation is an equal opportunity employer committed to cultivating a diverse and inclusive workplace. We warmly invite candidates of all genders, ethnicities, cultural backgrounds, sexual orientations, and abilities to apply. We believe in providing an environment where all individuals have the opportunity to achieve their fullest potential and embrace diversity and the unique contributions that each team member brings to our collective mission. Join us in transforming health care in the southern interior of British Columbia.

If you require accommodation for any part of the recruitment process, please contact us at info@kghfoundation.com.