

Foundation Controller (Flexible Opportunity)

Location: Glenrose Hospital Foundation, Edmonton, Alberta

Hours of Work: Open to full-time, part-time, or contract

Compensation Range: \$35–\$42/hour depending on experience

Includes benefits + Local Authorities Pension Plan (if applicable)

Deadline of Submission: July 4, 2025

After six remarkable years with the Foundation, our Controller, **Ramona Fehr**, is retiring. Ramona has been nothing short of exceptional—a pillar of wisdom, steadiness, and integrity. She's helped steward this organization through major growth with calm, clarity, and heart.

Now, we're looking for someone who can step into this key leadership role and bring the same level of care and excellence. This is a critical position that reports directly to the President & CEO and plays a central role in ensuring every donor dollar is tracked, protected, and maximized for impact.

We're open to **full-time, part-time, or contract**. What matters most is your precision, professionalism, and ability to work independently—with both confidence and heart.

About Us

At the Glenrose Hospital Foundation, we support one of Canada's most specialized rehabilitation hospitals by focusing on **what patients need today—and what healthcare will demand tomorrow**. Our mission is to **mobilize the resources that accelerate advances in human ability**, and we pursue that mission with urgency, creativity, and care.

We fund what matters most: state-of-the-art equipment, breakthrough clinical research, and programs that directly impact patient recovery across age, diagnosis, and background. From restoring movement after spinal cord injury to pioneering neurorehabilitation technologies, the Glenrose is at the forefront—and we're here to fuel that momentum.

Working with us means being part of a small but focused team that believes in the power of human potential. Every dollar we raise, every system we improve, every story we share helps create better outcomes for patients—and a more resilient, forward-looking healthcare system for all.

If you want to do work that's both purposeful and progressive, this is your kind of place.

What You'll Do

- Prepare timely and accurate monthly financial statements in line with ASNPO standards
- Maintain systems for accounts payable/receivable, restricted funds, grants, and cash flow
- Lead year-end audit prep and liaise with external auditors
- Ensure compliance with CRA, AGLC, and other regulatory agencies
- Develop and monitor internal financial controls and policies
- Assist with board and AGM reporting
- Manage annual budgets and financial forecasts
- Perform financial analysis to identify opportunities for cost savings
- Support donation entry, tax receipting, and grant disbursements using Blackbaud Raiser's Edge (experience an asset)

What We're Looking For

- Degree or diploma in Accounting, Commerce, or Business
- CPA or CPA candidate preferred
- 5+ years of experience in finance or accounting (nonprofit experience an asset)
- Familiarity with ASNPO and fund accounting
- Solid Excel skills; experience with Blackbaud systems a bonus
- Self-starter with a sharp eye for detail and strong interpersonal skills
- Values-driven with a sense of humour and humility

How To Apply

We don't do cookie-cutter.

Please don't send us a generic resume or cover letter.

Tell us why this matters to you. Show us how you'll create value. Use the method that makes the most sense to you. Surprise us.

Let's build something meaningful together.

To apply, please email a single PDF APPLICATION including your cover letter and resume to:
mkorthuis@glenrosefoundation.com