



Brighter Futures for Women and Families

Position: Director of Finance & Operations

Who We Are

YWCA Edmonton is a powerful voice for equity and has been leading social change and progress for women and families in the Edmonton region since 1907. Part of an international movement, YWCA Edmonton is a trusted provider of services, programs and advocacy that transforms lives and helps build a stronger, healthier and equitable community for all. About 300 employees and contractors help YWCA Edmonton carry out our mission every year; our annual operating budget is approximately \$12-million.

The Opportunity

At YWCA Edmonton, our staff members know that their work makes a difference in our community. We share a passion for helping others and for working together to achieve real and lasting change.

This is an opportunity to take on meaningful work for a high-impact, trusted organization that is improving the lives of women and their families.

The Director of Finance and Operations plays a key role in the YWCA Edmonton leadership team. The Director of Finance and Operations is also a trusted advisor to the Chief Executive Officer, the Board Treasurer and the Finance and Audit Committee on financial and strategic issues.

The Position

Reporting directly to the CEO, the Director of Finance and Operations is an innovative, proactive and detail-oriented leader who supports YWCA Edmonton in the following areas: finance, business planning and budgeting, facilities management, health and safety, and Information Technology Systems (ITS).

The Director of Finance & Operations also plays a strategic role in maintaining excellent relationships with external vendors, partners, and stakeholders on behalf of the entire organization. It is essential that the Director of Finance & Operations exhibits discretion and professionalism in all activities, always reflecting YWCA Edmonton's values and vision to create a community with equity, opportunity and choice for all.

This position is an opportunity for a finance and operations leader to maximize and strengthen the internal capacity and long-term financial health of an organization with a 113-year history of community service.

Primary Responsibilities:

Leadership

- Keep abreast of trends, news, and opportunities to advise the CEO on best practices, risk and risk mitigation factors, and how to create cost efficiencies and/or more value for the organization.
- Lead the organization budgeting process by involving and educating management and supporting staff in financial literacy.

- Be a resource for Board volunteers, including presenting finance and operations updates and Monthly Financial Statements to the Audit & Finance Committee and Board of Directors.
- Lead projects around maintaining and improving the organization's Information Technology systems

Financial management

- Oversee and lead the preparation of annual budgeting and planning in conjunction with the leadership team. Monitor progress and changes and produce reports of monthly budget versus actuals, and forecasts.
- Responsible for communicating effectively with the Finance and Audit Committee and the Board and providing, in a timely and accurate manner, all information necessary for both to function properly and to make informed decisions.
- Develop and maintain financial accounting systems and ensure compliance with financial and accounting policies and procedures.
- Direct the day-to-day accounting operations including oversight of accounts payable and receivable, and maintenance of the general ledger. Prepare, analyze and present financial reports in an accurate and timely manner.
- Ensure financial information is accessible or available upon demand to program staff when needed for reporting purposes.
- Oversee audit and tax functions, and coordinate activities with outside audit/accounting firms and review firms' performance.
- Responsible for signing notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Update and implement all necessary business policies and accounting practices; periodically update the organization's accounting manual.
- Build and oversee a long-term plan to increase the organization's financial reserves

Payroll and Benefits Administration

- Oversee payroll and benefits administration. Ensure payroll transactions are processed correctly for time, earnings, benefits, deductions, taxes, garnishments, and other items that affect pay and/or company liability.
- Work with Human Resources to maintain a cost-effective benefits package.

Operations

- Provide recommendations to the CEO and Leadership Team to ensure the efficient day-to-day running of operations functions, including Information Technology Systems and services, Occupational Health & Safety, and facilities and lease management.
- Help the leadership team maintain a capital maintenance plan for owned assets.
- Ensure adequate property and liability insurance coverage for all YWCA Edmonton activities and facilities.

Required Skills and Abilities:

- In-depth knowledge of non-profit finance and accounting principles, laws and best practices alongside solid knowledge of financial analysis and forecasting in a government grants-funded organization.
- Experience managing facilities and Information Technology systems.
- An analytical mind with a strategic ability, paired with the ability to raise difficult questions necessary to keep the organization on the right path.
- Strong organizational, planning, and problem-solving skills; ability to prioritize conflicting needs.
- Strong written and oral communication skills; exceptional listening skills; interpersonal communication skills and diplomacy.
- Demonstrated capacity to take proactive initiative and work with significant independence.
- Demonstrated ability to handle matters confidentially, expeditiously, and proactively. Follows through on projects to successful completion, often with competing deadline pressures.
- Supervisory experience

Education and Experience:

- BSc/BA in accounting, finance or relevant field.
- Certified Professional Accountant (CPA) or other relevant accreditation.
- 5+ years relevant work experience; experience in non-profit accounting preferred but not required.
- Working knowledge of GAAP, audits, and other regulatory requirements in the financial field.
- High proficiency in using Microsoft Office software, particularly Outlook and Sage 300 (Accpac)

Candidates are invited to send resumes, with salary expectations, by 5 p.m. on Monday, October 19, 2020 to: Louise Hogg at l.hogg@ywcaedm.org.

YWCA Edmonton promotes an inclusive workplace culture of equal opportunity that is anti-discriminatory. We thank all who apply, but only applicants selected for an interview will be contacted.