

Director of Finance- Job Posting

Position Type: Full Time, Permanent (Manager/Supervisor of staff)

Location: Successful candidate may be located in Metro Toronto Area

Job Opening: March 29, 2021

Job Closing: April 11, 2021

The YWCA Canada senior management team is a team of highly energetic, inspired and dedicated professionals committed in supporting the mission and vision of YWCA Canada. Reporting directly to the CEO of YWCA Canada, this position oversees the financial management of the National Office, working closely with finance and other appropriate staff, to ensure related systems, policies, budgets, investments and audits are adhered, prepared, monitored and reported regularly as needed for key stakeholders.

Learn more about YWCA Canada:

YWCA Canada is a leading voice for women, girls, Two-Spirit and gender diverse people. For 150 years, we have been at the forefront of a movement: to fight gender-based violence, build affordable housing and advocate for workplace equity. We work to advance gender equity by responding to urgent needs in communities, through national advocacy and grassroots initiatives. Local YWCAs invest over \$258 million annually to support over 330,000 individuals across the nation. Today, we engage young leaders, diverse communities, and corporate partners to achieve our vision of a safe and equitable Canada for all.

Role Summary:

We are looking for a strategic thought-partner to join our team. You are a hands-on multi-disciplined Accounting Professional, Director and Leader excelling in the areas of finance, business planning and budgeting, human resources, administration, and investments.

With two direct reports, you lead by example, demonstrating a commitment to technical expertise, quality, accuracy and process improvement. You believe strongly in career development for your team, supporting your team and removing barriers to allow them to shine.

You are technically sound, able to advise the team on all matters accounting. You have experience presenting and discussion financials with the board. Financials can be

explained to anyone at any level with ease. Experienced in non-profit and charity environments, you have worked through government, third party, and grant related reporting and reconciliations.

As an integral member of the YWCA Canada senior leadership team, the responsibilities of the Director include: supporting the CEO by performing and managing YWCA Canada's financial, granting, and investment accounting; management of all internal and external financial reporting; ensuring effective cash flow planning; management of financial, IT and human resource systems; providing support for Board and Board Committees, performing other responsibilities consistent with the position and cross functional responsibilities as requested. Strong verbal and written communication skills are required to enable Board and Committee level presentation and material development.

Core Deliverables:

- Planning, implementing and managing the finance and investment functions
- Lead the development and monitoring of operational budget
- Ensure the integrity of YWCA Canada financial and data resources
- Ensure compliance with all government regulations for reporting and receipting
- Lead the transition to streamline processes and identifying the best solutions
- Provide leadership, guidance, and development opportunities to financial team
- Support financial management policy development for a network of 32 YWCA across Canada
- To be a team player by embracing and consistently enacting organizational values of integrity and partnership, supported by being accountable to yourself and your team

Accountabilities and Responsibilities including, but not limited to: Financial Management & Budgets:

- Oversee the cash receipts, accounts payable, accounts receivable, purchasing, donations processing and receipting
- Monitor the cash position of the organization, identifying both restricted and operating fund balances and forecasts
- Make recommendations regarding strategic practices and fiscally responsible management practices
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements to board & staff
- Coordinate and lead the annual audit process acting as the main contact with external auditors

- Oversee and lead annual budgeting and planning process which includes consolidation and review of financial plans and budgets with recommendations for revisions
- Prepare budget documentation that includes financial statements, numeric/graphical/chart analysis, and accompanying narrative
- Perform ongoing financial analysis, forecasting, reporting and monitoring the achievement of financial goals versus budget
- Manage securities and in-kind donations
- Provide regular reporting to CEO and YWCA Canada board with variance analysis, projections, cash flow forecasts, as well as financial narrative report outlining the status of the organization and any current and/or anticipated changes in financial position

Reporting:

- Prepare and present operational and finance reports on a monthly basis to CEO, member associations and management team ensuring clear understanding and generating opportunity for discussion and decision making
- Ensure timely, accurate completion of all government and regulatory agency reports
- Prepare reports including financial budgets, forecast, and narrative reports for review of the Board
- Provide direct support to the Audit & Finance Committee and the Investment Committees of the Board
- Monitor changes in CRA & payroll regulatory frameworks and ensure compliance
- Serve as the Privacy Officer and ensure practices are in line with policy and with legislation

Investments:

- Ensure investments managed by external advisor comply with investment policy
- Oversee reconciliation of investment manager source reports to internal financial statements
- Perform cash flow analysis to determine amount and timing of required redemptions

Financial Control & Risk Management:

- Ensure the efficient and effective management of all financial functions
- Monitor internal controls and financial policies and procedures
- Develop risk management plans and tools
- Ensure receipting complies with CRA guidelines
- Advise stakeholders on implementation of controls

- Ensure federal grant requests comply with policy and donor restrictions
- Evaluate the effectiveness of fundraising programs and investments
- Assess pledge status and collection risk with recommendations for early mitigation

Human Resources and Administration:

- Develop, update and maintain HR related files, information, and policies with management team
- Under the direction of the CEO manage all payroll changes, submissions, tracking and reporting
- Track, provide relevant reporting and/or payroll calculations regarding attendance, job protected leaves including disability management, vacation, etc.
- Oversee the administration of benefits enrollment and changes, pension enrollment, and carrier or plan changes and roll outs
- Direct, engage, and coach direct reports to fulfil their roles
- Provide formal appraisals of direct report's performance
- Work with direct reports to develop their annual work plans and performance objectives
- Support management team to implement Health and Safety protocols

Qualifications and Skills:

- A Certified Professional Accountant or Certified National Accountant with Chartered Professional Accountant designation (CPA)
- Minimum 5 years of finance and accounting experience in the not for profit sector, preferably the charitable sector
- Minimum of 3 years supervisory, leadership, coaching and mentoring experience
- Experience with government funding, grants, financial reporting requirements
- Exceptional service orientation and strong interpersonal, verbal, and written communication skills required
- Thorough understanding of Income tax act, CRA rulings and guidelines, CPA Handbook, Foundation policies, Federal & Ontario Corporations Act, privacy legislation, HST, ESA, etc.
- Excellent analytical, problem recognition, solution focused skills with a proven ability to take initiative and embrace challenges
- Ability to translate financial concepts and effectively collaborate with fundraising colleagues at all levels
- Demonstrated ability to prioritize competing demands, meet deadlines and work collegially in a team setting
- Strong time management skills with the ability to work under pressure



- Experience working with board of directors, board finance and investment committees
- Exceptional Excel skills and proficiency in Word, PowerPoint, and Outlook required. Experience in QuickBooks and Donor Perfect or related software would be an asset

The successful candidate will be committed to working from an anti-oppression, feminist perspective. We encourage women from racialized and/or newcomer, gender diverse, non-binary and/or gender fluid, 2SLGBTQIA+ First Nation, Métis and Inuit, immigrant, refugee, BIPOC, and people living with disabilities to apply.

Please submit your resume and cover letter quoting posting **#YWCA-003-21** to careers@ywcacanada.ca by **Sunday, April 11, 2021**. We thank all candidates for applying. Only those applicants moving forward in the recruitment process will be contacted.

Should you require accommodation during the recruitment process please contact shanks@ywcacanada.ca.

Please visit www.ywcacanada.ca for more information.