



**YWCA**  
REGINA

A TURNING POINT  
FOR WOMEN  
UN POINT TOURNANT  
POUR LES FEMMES

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## Director of Audit & Compliance, YWCA Regina

**Hours of Work:** Flexible schedule based on 37.5 hours a week to meet the demand of the association

**Length of Employment:** Permanent

**Closing Date:** August 19<sup>th</sup>, 2022

**Open to:** Internal and External Applicants

**Salary:** \$33.40 per hour

The YWCA Regina exists to support all women and families in the realization of their full potential which benefits the community as a whole. We work to ensure that:

- Women and families are safe, secure and free from gender-based violence.
- They have access to safe, affordable and stable housing.
- Women and families are empowered and supported in accessing tools and navigating systems to advance their wellness and are thriving, respected and valued through the process.
- The community benefits from the full and equal inclusion and advancement of women and families because their experiences and perspectives are built into the foundation of all facets of society.

Further, *“YWCA Regina is committed to anti-colonial, anti-racist practice and to a workplace that prioritizes cultural safety. In particular, YWCA Regina acknowledges and accepts that our social systems, communities, and often our interpersonal relationships are corrupted as racism against Indigenous peoples prevails throughout the fabric of Canadian society. The Association is committed to systemic change and to actions that further justice, truth, and reconciliation for Indigenous peoples and the society as a whole.”* (YWCA Policy Manual).

### Position Description

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Under the supervision of the Senior Director of Finance, the Director of Audit & Compliance is responsible for overseeing financial operations within the YWCA Regina to ensure internal and external reporting requirements are met. This role will work collaboratively with the Finance Team to ensure the monthly accounting cycle is completed in a timely and accurate manner and in adherence with Generally Accepted Accounting Principles, and internal policies and procedures.

#### Responsibilities:

The Director of Audit & Compliance will be responsible for ensuring accurate financial records are available, for ensuring the organization meets all financial reporting and audit requirements, and for leading the development and implementation of an effective finance department to support the YWCA's financial accountability.

Specifically:

- Ensuring current and accurate financial records through regular internal auditing to validate financial transactions;
- Overseeing the maintenance and reconciliation of general and subledgers;
- Assisting the Manager of Finance with supervision of the day-to-day accounting operations including accounts payable and accounts receivable;
- Completion of periodic financial reports to satisfy grant, funding agreement, government, or other requirements;

- Completion of financial statement analysis including variances, projections, and cash flow assumptions;
- Ensuring compliance with credit and collections policies;
- Implementing and maintaining financial reporting processes and departmental procedures;
- Acting as a liaison with external auditors and facilitating audits including preparation of all required documentation;
- Development of finance policies, compliance monitoring, staff finance training and orientation for the organization;
- Specific projects and other related duties as required.

**Qualifications:**

- A degree in Business/Accounting OR an equivalent combination of education and experience;
- Experience and knowledge of all aspects of corporate accounting and financial management, including accounting principles, practices, and applications as well as financial analysis and budgeting experience;
- Able to work efficiently as a part of a team as well as independently;
- Able to build effective relationships with staff who are physically located in different workplaces;
- Able to work well under pressure and meet set deadlines;
- Attention to detail in all areas of work;
- Proficient communication, interpersonal and organizational skills are vital to the role;
- Advanced knowledge of MS Excel;
- Good critical thinking and problem-solving skills;
- Knowledge of SAGE 300, HiMama an asset;
- Working from a feminist, anti-oppressive/anti-racist perspective.

**To apply:** Submit a cover letter and resume by email to Erin Halliday, Sr. Director of Finance at [ErinH@ywcaregina.com](mailto:ErinH@ywcaregina.com) by August 19<sup>th</sup>, 2022. Only selected applicants will be contacted.