



YWCA
REGINA

A TURNING POINT
FOR WOMEN
UN POINT TOURNANT
POUR LES FEMMES

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Manager of Finance, 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 19th, 2022

Open to: Internal and External Applicants

Salary: \$26.25 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

Under the supervision of the Director of Audit & Compliance, the Manager of Finance is responsible for the day-to-day management of financial operations within YWCA Regina and will work collaboratively to provide accurate financial information including preparation of financial statements, reports, financial analysis, account reconciliations, and budgeting and forecasting assistance. This role will manage day-to-day accounting functions, produce monthly financial results, and manage various projects within the Finance Department.

Responsibilities:

The Manager of Finance is responsible for ensuring accurate financial records are available to support the organizations operating and reporting requirements. The Manager of Finance will ensure efficient procedures and systems are in place to support the YWCA's financial accountability.

Specifically;

- Maintaining current and accurate financial records;
- Maintaining and reconciling general and subledgers;
- Supervising day-to-day accounting operations including accounts payable and accounts receivable;
- Preparing monthly financial statements for each department;
- Analyzing financial statements to explain variances and assist with projections;

- Monitoring income and expenditures relative to budget projections and making recommendations for cash flow management;
- Administering credit and collections policies;
- Assisting with the annual budgeting process;
- Responsible for the accuracy and timeliness of financial information;
- Providing documentation and reconciliations to support audit processes;
- Ensuring finance policies and procedures are implemented and maintained;
- 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 problem solving and critical thinking 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 by August 19th, 2022. Only selected applicants will be contacted.