

Director of Audit and 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

Start Date: ASAP

Salary/Hourly Wage: \$65,130.00 - \$82,063.80

Open to: Internal/External

YWCA Regina Inc, established in 1910, aspires to a world where communities benefit from the full and equitable inclusion of women and families and that the experiences and perspectives of women and families are reflected in all facets of society. We are a community voice of and for women and a trusted partner in addressing the most complex community issues faced by women and our community. YWCA Regina provides childcare, shelter and housing, community programs, family support programs, and outreach.

YWCA Regina Inc. Values

Respect: *Everyone is deserving of an equitable and judgement free environment*

Inclusion: *Everyone has an equal voice*

Trust: *Our work is done with integrity and authenticity to maintain the trust we have gained in our community*

Encouragement: *We meet people and community where they are to support where they want to be*

Resiliency: *We address difficult conversations and community issues*

YWCA Regina is committed to anti-colonial, anti-racist practice and to a workplace that prioritizes cultural safety. In addition, YWCA Regina is committed to creating a safe, inclusive, and accessible services and spaces for Gender and Sexually Diverse Persons. YWCA Regina acknowledges and accepts that our social systems, communities, and often our interpersonal relationships, organizational processes, advocacy, and practices perpetuate the marginalization of Indigenous peoples, Black people and Gender and Sexually Diverse people. YWCA Regina is committed to systemic change and to actions that further justice, truth, and reconciliation for marginalized peoples. YWCA has established commitments that outline the implementation of new practices and procedures involving actionable changes to policy, systems and governance.

Position Description:

Under the supervision of the Senior Director of Finance, the Director of Audit & Compliance is responsible for overseeing financial operations within the YWCA Regina ensuring 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;
- Software and system implementation/maintenance, and leading team through these changes;
- 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;
- Independent, self-motivated and solution oriented
- 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, Lillio (HiMama) an asset;
- Working from a feminist, anti-oppressive/anti-racist perspective.

How to Apply:

INTERNAL: Submit a letter of interest to: careers@ywcaregina.com by 2024-04-05

EXTERNAL: Submit a covering letter, and resume, including three professional references with both Email and telephone contact information to: careers@ywcaregina.com by 2024-04-05

We invite applicants to voluntarily self-identify as Indigenous (First Nation, non-status, Metis, or Inuit) in the cover letter and/or resume.

Please clearly state the position for which you are applying. We will reach out to applicants selected for an interview, no phone calls please.

