



## Director of Finance for the YWCA Lethbridge

To apply for this position, please scroll to the bottom of the page for instructions.

### Job Description:

The Young Women's Christian Association (YWCA) Lethbridge and District is looking for a strategic Director of Finance to join their dedicated team of professionals in their mission to enhance the lives of Southern Alberta women. Their ideal candidate will be analytical with strong leadership skills that is passionate about their cause. Someone that can provide effective financial oversight to the organization by interpreting financial information and planning budgets that best maintain and build the supportive programming that the YWCA has offered for over 73 years.

### What's in it for You?

- Professional development opportunities
- Be part of a passionate and community focused team!
- Benefits program

### Compensation & Hours:

- The salary is expected to be around \$80K/yr.
- This is a fulltime and permanent position

### Position Summary:

- Working collaboratively with the management team in developing & upholding sound budgets
- Assisting with the grant writing process by providing budgetary insight
- Overseeing the full cycle accounting process including Accounts Payable, Accounts Receivable, banking, reconciliations, ledgers, transactions, and supervision of year-end audit
- Payroll and benefits administration; remittances (WCIB & EHT), renewal process, regulatory filings, and answering employee inquiries
- Reporting on financial results, program budgets, donations, and recovery of overheads, labour, and facilities,
- Forecasting so as to provide insight on risks and possible solutions
- Suggesting and implementing policies and procedures to ensure data integrity, compliance with accounting standards, and adherence to contract requirements
- Supervising, mentoring, and leading the accounting team
- Representing the YWCA on a local, provincial, and national level
- Maintaining capital assets registry, amortization schedules, and general accounting system (chart of accounts and software updates)

**Required Qualifications:**

- Post-secondary education in accounting, finance, etc.
- CPA Designation
- 7+ years of progressive responsibility/leadership experience in finance
- Current or willing to get First Aid and CPR Level C with AED Training
- Proficient in Sage 300 and Microsoft Suite
- Ability to present financial information in a concise and easy to understand manner that addresses results, issues, and recommendations
- Experience in government funding
- Embodies the human service sector philosophy (person-centered, strength-based, trauma-informed, harm reduction)

**Bonus Points:**

- Experience in the non-profit sector

**How to Apply:**

Please send your Resume to Samantha Friesen at [Samantha.Friesen@selectrecruiting.ca](mailto:Samantha.Friesen@selectrecruiting.ca). Initial job posting will close at the end of day, Oct 5, 2022. Competition will remain open until ideal candidate is found.

**Why Choose Lethbridge?**

Living in Lethbridge means doing more with your money, while our easygoing lifestyle means you have more time to enjoy the things that matters most to you. Cost of living directly affects the flexibility you have in your career!

- **BEAUTIFUL CLIMATE:** With an average of 320 days of sunshine each year and one of the warmest winters in the western provinces, there is plenty of opportunity to enjoy all the city has to offer.
- **QUALITY OF LIFE:** A mid-sized city of 100,000 people, the average home price is \$335,000. Lethbridge also has some of the lowest taxes in Canada.
- **STABLE JOB MARKET:** Agriculture & manufacturing hub. Unemployment rate of 6.6% and more than 45 businesses employ over 100 people.
- **DESTINATIONS NEARBY:** World class skiing, national parks, & the Montana border.

To learn more about our vibrant city, visit: [www.chooselethbridge.ca](http://www.chooselethbridge.ca)

*Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, we will not be able to consider your job application.*

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of employment options in our four divisions – agriculture, industrial, professional, and office.  
We look forward to hearing from you!