



## Employment Opportunity: Vice President, Finance

### Help us make a difference

YWCA Metro Vancouver operates on the ancestral and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sk̓wx̓wú7mesh (Squamish) and sə́lilwətaʔt̓/Selilwitulh (Tseil-Waututh) Nations. YWCA Metro Vancouver also acknowledges the unceded territories of Semiahmoo and the Stó:lō peoples, including the Katzie, Kwantlen, Kwikwetlem and Qayqayt Nations, as well as the treaty lands of the Tsawwassen Nation.

As an equity-seeking organization, the YWCA Metro Vancouver values its diverse workplace and is committed to fostering a community of [inclusion and belonging](#). Increasing representation within our organization's workforce composition is a priority and we have taken significant and meaningful steps towards achieving this goal. Women, Black, Indigenous, People of Colour, 2SLGBTQIA+ individuals, people with disabilities and people from other marginalized groups are strongly encouraged to apply.

**Status:** Regular Full Time

**Location:** This position will work in a hybrid capacity, both remote and onsite at the YWCA Program Centre, 535 Hornby Street, Vancouver, BC

Leads the development of financial and business strategies to support the operations of the organization in the fulfilment of its vision and mission. The VP Finance provides leadership to the Finance team and will ensure the effective management of accounting, operational and capital budgeting, regulatory and compliance reporting, cashflow management, investment management and certain legal aspects of the organization. The VP Finance, as a strategic leader, will provide advice and counsel to the Board, CEO and Management Team, to ensure effective decision making at both an operational and strategic level.

### What you'll be doing:

- Leads and supports the Finance, Audit and Investment Committee of the Board
- As a member of the Management Team, participates in the development and implementation of the organization's Strategic Plan
- Oversees the timely preparation of annual operating and capital budgets
- Ensures that the annual operating and capital budgets complement the strategic and annual business plans
- Ensures all activities proceed according to approved financial plans and that controls are in place to ensure appropriate approval and accountability
- Oversees timely and accurate preparation of all periodic, and annual financial statements and other financial reports for donors, Board and regulatory requirements
- Promotes sound financial management practices by understanding and developing best practices in financial controls and procedures.
- Ensures leadership has the financial information needed to enhance decision making across the organization
- Ensures appropriate insurance coverage is in place to protect people and assets of the organization



- Works with the external auditors in the development and execution of the audit plan. Ensures that the organization minimizes its audit fees through effective planning and preparation.
- Analysis and interpretation of all financial and taxation matters
- Monitors the cashflow and borrowing needs of the organization
- Coordinate with the investment manager to ensure that portfolio meets the investment policy and objectives
- Ensure maintenance of assets including insurance coverage, preventative maintenance, adequate reserves
- Oversees the purchasing department and ensure that centralized purchasing needs across the organization are met
- Supervision of staff (hiring, performance, salary, administration, conflict, coaching)
- Develop and review operating policies and practices for the finance department.
- Develop and implement guidelines to ensure compliance with Canada Revenue Agency and with Charity Law
- Participate as a member of the Management Team in planning and decision-making
- Provide financial advice and assist with legal reviews on new project proposals and redevelopment projects and review compliance with the YWCA Land and Building Policy

### **What you'll need:**

- Undergraduate degree in Finance or Business Administration (or related discipline) and a Chartered Professional Accountant designation, supported by at least five (5) years recent related experience at an executive management level, ideally in a large, complex organization.
- Extensive experience in planning and managing finance and administration functions for a diverse organization within a public or not-for-profit environment
- Extensive experience in providing financial and business advice and counsel to a Chief Executive Officer and Board of Directors and leading the development of business and financial plans and strategies to improve and enhance the operations of the organization.
- Strong strategic and innovative thinking skills with the ability to work with others to define a vision, set priorities, establish strategies or figure out a solution to a problem.
- A strong leader, coach, and mentor. Has the ability to instill in others a passion for the mission of the organization. Has an open and collaborative style. Skilled at creating and fostering a positive, trust-oriented team environment.
- Effective leadership, communication and presentation and interpersonal skills
- A valid clear criminal record check (including working with vulnerable populations) is required.
- The YWCA Metro Vancouver's COVID-19 vaccination policy is currently suspended and as a result, vaccination from COVID-19 is not required at this time. However, should circumstances change and the YWCA deem it necessary to reintroduce such policy, you may be required to provide proof of vaccination against COVID-19 in order to be eligible to continue performing your duties.



**What we offer:** We offer our eligible employees the following benefits as part of their total compensation package:

- extended medical and dental benefits
- a defined benefit pension plan
- flexible working arrangements for applicable positions
- Employee Family Assistance Program, a confidential and voluntary support service for employees and their eligible family members
- free membership to our Health + Fitness Centre, discounts at our YWCA Hotel and priority in YWCA Child Care centres
- a workplace that prioritizes employee health, safety and wellbeing, including many learning and growth opportunities such as our staff mentorship program and three equity committees who help to support our goals towards achieving meaningful equity and inclusion.

This is an exciting time for the YWCA. Join us and be part of an inclusive, dedicated and impactful workplace! Candidates are invited to send cover letters and resumes by **June 30<sup>th</sup>, 2023** to:

**Michelle Sing, Vice President, Human Resources,  
Volunteers and Crabtree Corner (She/her)**  
535 Hornby Street, Vancouver, BC, V6C 2E8  
email: [msing@ywcavan.org](mailto:msing@ywcavan.org)

We are committed to ensuring that the application and interview processes are accessible to all applicants; if you require accommodations in submitting your application, or have other questions, please contact the hiring manager as listed. All employment will be decided on the basis of qualifications, transferrable skills, lived experience, and business need. We thank all who apply, but only applicants selected for an interview will be contacted. For more information about this and other YWCA Metro Vancouver career opportunities, please visit [ywcavan.org](http://ywcavan.org).