

Employment Opportunity Director of Finance and Operations

Organization Overview:

YWCA Edmonton is a powerful voice for equity and has been leading social change and progress for women, families and gender-diverse individuals in the capital region since 1907. Part of an international movement, YWCA Edmonton is a trusted provider of services, programs and advocacy work that transforms lives and helps build a stronger, healthier, and equitable community for all. We provide education and services to thousands every year through leadership programs, counselling, outdoor education, healing retreats and supporting people with disabilities.

Job Summary:

Reporting directly to the CEO, the Director of Finance & Operations is the organization's most senior financial leader, responsible for financial sustainability, operational effectiveness, and the long-term financial direction of YWCA Edmonton.

The Director is accountable for:

- On-going financial reporting and compliance
- Developing forward-looking financial strategy to ensure stability and sustainability
- Ensuring organizational accountability for financial performance
- Providing clear, actionable financial insight and options to leadership and the Board

The successful candidate is a decisive, strategic thinker who can translate financial complexity into organizational direction and drive disciplined execution across all departments.

Employment Type:

Full-time (37.5 hours/week), hours typically between Monday – Friday. There may be some work required on evenings and weekends.

Job Responsibilities:

Financial management

- **Develop and lead a rolling 3–5-year financial strategy**, including a long-term plan to strengthen the organization's financial reserves.
- **Build and oversee cash flow and liquidity plans**, including short- and long-term cash flow projections.
- **Lead the annual budgeting and planning process** in collaboration with the leadership team, ensuring alignment with organizational priorities.
- **Provide ongoing monthly financial reporting**, including actuals, updated forecasts, variance analysis, and scenario-based recommendations to proactively identify risks and opportunities.
- **Direct all day-to-day accounting operations**, including accounts payable, accounts receivable, general ledger maintenance, reconciliations, and timely preparation and analysis of financial statements.

- **Develop, maintain, and ensure compliance with financial accounting systems**, internal controls, and financial policies and procedures.
- **Lead end-to-end financial system transformation**, including needs assessment, vendor selection, implementation, and change management to improve reporting and operational efficiency.
- **Oversee payroll and benefits administration**, ensuring accurate processing of earnings, deductions, benefits, taxes, garnishments, and all related employer liabilities.
- **Provide timely, accurate reporting and strategic insight to the Finance & Audit Committee and the Board**, ensuring they have the information required for effective governance and decision-making.
- **Ensure financial information is accessible to program staff** for grant reporting, contract management, and operational decision support.
- **Oversee audit and tax functions**, coordinating with external auditors and review firms and evaluating their performance.
- **Sign notes, agreements, and financial instruments** on behalf of the organization, in accordance with delegated authority.
- **Update and implement business policies and accounting practices**, including periodic updates to the organization's accounting manual.

Operations

- **Lead initiatives to maintain, strengthen, and modernize the organization's Information Technology systems**, ensuring reliability, security, and alignment with operational needs.
- **Provide strategic recommendations to the CEO and Leadership Team** to support efficient day-to-day operations, including IT systems and services, facilities management, and lease administration.
- **Support the leadership team in maintaining a capital maintenance plan** for all owned assets, ensuring long-term stewardship and operational readiness.
- **Ensure appropriate property and liability insurance coverage** for all YWCA Edmonton programs, activities, and facilities.

Leadership

- **Engage and educate managers and staff to build financial literacy and shared accountability**, fostering a culture where departments understand their budgets, participate actively in financial planning, and make informed decisions aligned with organizational goals.
- **Serve as a key resource to the Board**, presenting monthly financial statements, operational updates, and strategic insights to the Audit & Finance Committee and Board of Directors.
- **Advise the CEO on emerging trends, risks, and opportunities**, offering strategic recommendations to enhance value, mitigate risk, and improve organizational efficiency.
- **Lead and mentor a finance and operations team** fostering a high-performance, accountable, and collaborative work environment.

Qualifications:

- Completion of a university degree and accounting designation (CPA)
- 7-10 years of accounting experience with demonstrated experience in financial strategy, forecasting, payroll oversight, and decision support. Experience in non-profit sector and managing government contracts a significant asset.
- Proven ability to lead through financial challenges and drive outcomes
- Strong leadership and accountability management skills
- Strong attention to detail and commitment to accuracy

- Ability to establish priorities, meet deadlines, work well under pressure and manage teams
- Solution-focused and the ability to proactively identify and manage challenges.
- Clear Criminal Record Check.

Direct reports: Three staff, including an accountant, operations specialist and finance assistant.

Equal Opportunity Commitment:

For over a century, YWCA Edmonton has been dedicated to creating a community in which everyone has an equal opportunity to achieve their full potential. We know that creating an equitable world requires diversity of thought and equity for all. We stay true to our mission by welcoming the unique contributions that each individual can make, and our hiring practices welcome all candidates. YWCA Edmonton is committed to maintaining a workplace environment that demonstrates a culture built on the fundamental principles of inclusion, diversity, equity, accessibility, and safety.

Acknowledgment:

YWCA Edmonton acknowledges that we are on the traditional land of Treaty 6 Territory and the Metis Homeland of Region 4. The footsteps of diverse Indigenous peoples have marked this territory from time immemorial — First Nations, Metis, Inuit, and now settlers from around the world. We are all treaty members, with recognition and respect for Indigenous Peoples and the traditional territories on which we live, work, and play. We call upon our collective honored traditions and spirits to share responsibility for stewardship of this beautiful land and our community.

Compensation:

We offer a competitive compensation package for the job that includes a salary commensurate with experience and education, full benefits package with RRSP employer matching contributions, and paid time off and holidays. Our hybrid work arrangement provides flexibility to work both in-office and remotely, ensuring work-life balance and personal pursuits. We value our employees and aim to provide a work environment that promotes growth, development, and well-being.

How to Apply:

Please submit your cover letter and resume to careers@ywcaedm.org.

Only qualified applicants will be contacted for a prescreening interview. All inquiries can be directly emailed to careers@ywcaedm.org

This posting will remain open until a suitable candidate is found.