



## Director of Finance & Operations JOB POSTING

### **ABOUT YWCA SASKATOON:**

The YWCA Saskatoon is a dynamic team dedicated to positively impacting the lives of women, their families, and the community. YWCA Saskatoon is a vibrant organization providing inclusive community services on Treaty Six territory and the homeland of the Métis peoples since 1910. We look forward to the possibility of you joining our team.

### **DIVERSITY, EQUITY, & INCLUSION STATEMENT:**

At the YWCA Saskatoon, we believe in the importance of diversity, equity, and inclusion. We are dedicated to creating and cultivating an inclusive workspace and workforce that represents the communities we serve. We acknowledge that certain groups have been historically disadvantaged and continue to face barriers in the workforce. In collaboration with the Canadian Employment Equity Act, we have identified the following groups, which have experienced historical and/or current obstacles, as part of our equity priority group:

These include:

- Indigenous peoples
- Persons of colour
- Persons with disabilities
- Women
- 2SLGBTQ+ community
- Newcomers to Saskatchewan

We base our selection process on merit and encourage all diverse groups to participate fully. We acknowledge the barriers that affect equity groups, and we're committed to addressing, mitigating and accommodating these barriers to strive for equity in the workplace.

If at any time during the application and selection process you require accommodation, please email Areesha Kansi at [AKansi@ywcasaskatoon.com](mailto:AKansi@ywcasaskatoon.com).

## **POSITION SUMMARY:**

The Director of Finance & Operations is a member of the Leadership Team and has overall responsibility for the financial management and facilities operations of the YWCA. This position works in cooperation with the CEO and Leadership Team to support organizational effectiveness, financial sustainability, infrastructure planning, and continuous improvement of policies, systems, and operational processes.

## **POSITION REPORTING:**

Reports to the CEO

## **WHAT WE OFFER:**

- Rewarding work; contribute to meaningful change for clients and our community
- An inclusive and supportive team
- Complimentary membership at Fitness on 25th to support your health and work-life balance
- Comprehensive benefits package, including health, dental, and more

**POSITION TYPE:** Full Time – 2 year Term

## **MAJOR RESPONSIBILITIES:**

### **1. Leadership & Strategic Planning:**

**As a member of the Leadership Team, works closely with the CEO to develop and implement integrated strategies, action plans, and budgets aligned with YWCA Saskatoon's goals and objectives.**

- Leads the review, development, and implementation of administrative, financial, and facilities-related policies and procedures.

### **2. CEO & Board Support**

**Manages and ensures the provision of corporate support to the CEO and Board of Directors.**

- Supports CEO priorities including grant applications and special projects related to finance and facilities.
- Oversees banking relationships and financial services.
- Prepares and presents monthly and quarterly financial reports to the Board.

### **3. Financial Oversight & Accountability**

**Oversees the financial and accounting functions of the organization and ensures the integrity of financial information and reporting.**

- Leads development and monitoring of the annual operating budget, multi-year capital budget, and facilities capital maintenance planning.

- Establishes and maintains financial policies, systems, and controls to meet internal and external reporting requirements.
- Manages relationships with funders, negotiates funding agreements, and ensures timely and accurate reporting.

#### 4. Financial Reporting & Compliance

**Develops and maintains accurate financial records and effective systems to support organizational accountability.**

- Prepares monthly financial statements, cash flow forecasts, and variance analyses for the CEO and Board.
- Oversees day-to-day accounting functions including payables, receivables, payroll accruals, and purchasing.
- Manages tax filings, insurance coverage, annual returns, and acts as liaison with external auditors.
- Ensures financial and facilities-related records are accurate, current, and accessible.

#### 5. Pension & Benefits Administration

**Manages employee pension and benefits administration.**

- Acts as primary liaison with pension and benefits providers, advisors, and brokers.
- Monitors plan performance, costs, and compliance, and provides recommendations to senior leadership and the Board.
- Ensures completion of required filings, including the Pension Annual Information Return.

#### 6. Facilities Management & Capital Planning

**Oversees facilities management for YWCA Saskatoon and the Saskatoon Community Service Village.**

- Provides strategic oversight of facilities operations, maintenance, and capital planning to ensure safe and functional environments.
- Leads facilities planning in collaboration with the CEO and Facilities Manager, including prioritization of maintenance and long-term asset stewardship.
- Oversees facilities-related contracts, risk management, regulatory compliance, and emergency response as required.

#### 7. People Leadership

**Provides leadership to departmental staff.**

- Coaches, mentors, and supports direct reports through training, performance feedback, and development.
- Fosters a collaborative, accountable team culture aligned with departmental and organizational priorities.
- Engages staff in the development and delivery of departmental operational plans.

#### Education Requirement:

Certified Professional Accountant (CPA) required

A full position description can be found at [www.ywcasaskatoon.com](http://www.ywcasaskatoon.com)

**APPLICATION METHOD:**

Please send a resume with a cover letter by email to [careers@ywcasaskatoon.com](mailto:careers@ywcasaskatoon.com), attention to Riley Baxter at [rbaxter@ywcasaskatoon.com](mailto:rbaxter@ywcasaskatoon.com). Applications will be accepted until position is filled.

*We appreciate the interest of all applicants, but only those being interviewed will be contacted.*