



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Financial Controller

Job ID	D4-AE-19-0B-99-D3	
Web Address	https://careers.indigenous.link/viewjob?jobname=D4-AE-19-0B-99-D3	
Company	Yellowstone to Yukon Conservation Initiative	
Location	Canmore, Alberta	
Date Posted	From: 2020-05-25	To: 2020-11-21
Job	Type: Full-time	Category: Finance
Job Start Date	Immediately	
Languages	English	

Description

POSITION OVERVIEW: Y2Y seeks a full time Financial Controller to work as a member of a skilled management team, and, to support, and provide assistance to the Y2Y President and Chief Scientist [“President”], the Board, and other Y2Y team members. The position reports to the President, presents financial information at Board Meetings, and has one direct report.

Responsibilities include annual audits, tax filings, accounting, budgeting, cash management, employee benefits, quarterly financial statements, and overseeing financial information systems. In addition to this financial oversight, the position is also responsible for a number of Human Resource matters.

POSITION OBJECTIVES:

To contribute to the operations of Y2Y, a conservation NGO and independent charity in Canada and the United States by leading financial management and reporting, ensuring government compliance and participating actively in the senior management team. It is the goal of Y2Y that the Financial Controller can report information to management, the Board and its committees but also can support the Y2Y team in understanding and being responsible for their department’s financial budgets and reports.

PRIMARY DUTIES AND RESPONSIBILITIES Include, but are not limited to:

- Maintain Y2Y’s compliance as a registered charity, including managing annual audits, tax return submissions, preparation of all federal and provincial filings, including Form 3010 and IRS form 990, compile political activity reports, and issue charitable tax receipts.

- Complete the general accounting for 3 organizations [Y2Y Canada, Y2Y US, and Y2Y Foundation], including among other things, accounts payable, visa charges, grant applications, appropriate allocation of restricted contributions, reconciliation of bank accounts, and adjusting journal entries

- Preparation of, and presentation of quarterly financials. Analyse and explain budget variances, and assist in producing quarterly projections

- Work closely with the President and senior staff in the preparation of the Annual Operating budget

- â€¢ Manage outsourced payroll for both Canadian and US entities, and ensure timely filing of all employee related filings, such as WCB Alberta, and Montana Unemployment Insurance
- â€¢ Manage and implement strategies relating to treasury & cash management. Ongoing monitoring of US\$/Canadian\$ exchange rates to take advantage of favourable rates
- â€¢ Compile the financial information required to apply for grants and assist Conservation Program Directors in the completion of required Donor reporting
- â€¢ Manage fiscal relationships including subcontracts and project agreements.
- â€¢ Maintain, and look to improve the financial accounting system
- â€¢ Monitor and continuously improve internal control procedures and documentation
- â€¢ Participate in updating and implementing an Organizational Risk Matrix
- â€¢ Oversee benefit administration programs, ensure Directors and Officers insurance in place, engage in staff hiring and management, support the annual evaluation process, maintain updated employee manuals and other human resource policies, and ensure compliance with labour laws
- â€¢ Manage accounting co-ordinator and develop and maintain relationships with staff at all levels to provide support and guidance in implementing Y2Yâ€™s fiscal objectives. Maintain relationships with banks, and auditors.

Experience

QUALIFICATIONS:

- â€¢ Interest in, and passion for Y2Y as a region, and conservation more generally
- â€¢ Masterâ€™s/Bachelor Degree in Business, Accounting or Finance; Professional Accounting designation [CPA] preferred
- â€¢ Five or more years of management experience; experience in non-profit, and working across international boundaries
- â€¢ Experience with GAAP, foreign exchange transactions, and not-for-profit accounting principles, practices, and regulations
- â€¢ Ability to organize, self-start and self-manage. Must be able to manage multiple time-sensitive projects simultaneously.
- â€¢ A demonstrated capacity to work collaboratively as part of a diverse highly motivated team
- â€¢ Strong oral and written communication skills
- â€¢ Strong computer skills essential. Familiarity with Microsoft, QuickBooks and other accounting software. Proficiency in E-mail and Internet Applications.
- â€¢ Must be able to work evenings and weekends occasionally if needed and travel to board and staff meetings 1-3 times per year.

Credentials

Professional Accounting designation [CPA] preferred

Education Requirements

Masterâ€™s/Bachelor Degree in Business, Accounting or Finance;

Work Environment

TERMS OF EMPLOYMENT:

This position will be based at Y2Yâ€™s Canmore, Alberta office in the heart of the Canadian Rockies in a typical office setting. Salary is commensurate with experience and includes Y2Yâ€™s excellent set of benefits. The Yellowstone to Yukon Conservation Initiative is an equal opportunity employer. Y2Y staff is currently remotely from their respective homes but it is our hope that staff will

be able to resume working in the office. The timing of the return to the office is unknown, as we will continue to follow best practices

How to Apply

Applications should be received no later than June 17, 2020. However, we will continue to entertain queries until the position is filled. Preliminary interviews may be held via conference call or Skype or Zoom. Final interviews will be held in-person in Canmore, Alberta following social distancing guidelines.

SEND BY E-MAIL: a cover letter, a resume, and names and contact information for three professional references.

Email: ellen@y2y.net

Subject line: "Your Name" • Application for Financial Controller

Y2Y thanks all applicants for their interest however only those candidates under consideration will be contacted.