



JOB POSTING

Title: Financial Coordinator (14 month term)

Position Status: Contract with potential to extend

Salary: \$40,000 – 48,000 plus Comprehensive Benefits Package

Start Date: April 2019

Location: YMCA Centre for Immigrant Programs; 7071 Bayers Road; Halifax, NS

Looking for a way to connect your skills to a place with purpose? Are you a process-oriented individual looking for ways to contribute to the community? Are you someone who thrives on ensuring quality delivery? If so, we'd love to hear your story...

The YMCA of Greater Halifax/Dartmouth is looking for a dynamic, self-starter to join our YMCA team for a 14 month term as Financial Coordinator.

The YMCA Experience

Since 1853 the YMCA of Greater Halifax/Dartmouth has been connecting Nova Scotians to build healthy communities. As a non-profit charity we provide vital services, including Health, Employment, Childcare/Camps, Immigrant Services, and Youth Development.

Based out of our Centre for Immigrant Programs, you will experience the energy of being surrounded by those dedicating their time and talent to helping newcomers to Canada settle into their new communities. With our approach in delivering community-based support that is inclusive and welcoming, our YMCA offers several programs to help immigrants feel at home and engaged in our community.

The Opportunity

As **Financial Coordinator** you play an integral role in ensuring efficient, accurate, and timely financial and administrative support to the Association. You spend your days monitoring and coordinating transactional inputs to our financial systems, collection and reconciliations, and lending your support to annual budgeting processes. To support you in your work you will work closely with the Senior Manager Immigrant Services on day to day matters and under the guidance of the Chief Financial Officer.

Specifically you will be responsible for:

- Providing back-up interim support to budget development for our Newcomer services programs. Including budget preparation, monitoring, reporting, and supporting strategic budget planning discussions.
- Providing back-up interim support to claims management and funded program accounting. Including tracking, allocation, and reconciliation of funder payments and oversight of claims management processes.
- Support our year-end audit processes through file maintenance, account and Capital expense reconciliation, preparation of year-end working papers, and timely response to information requests.
- General administrative tasks such as oversight of vehicle permit renewals, maintenance of employee files, management of Corporate Purchasing Account, payroll automation projects, and general administrative support to the office of the CFO.

We Offer

At the YMCA we know that our ability to partner with others in our community is through the passion and dedication of our employees and volunteers. In joining the YMCA you will become part of a dedicated network of individuals with great passion for providing a holistic support to the communities in which we serve.

As a YMCA staff member you will receive:

- Competitive salary in addition to participation in our Group Benefits Program
- Access to work-life balance programs
- Discounted Childcare and Program Rates

Qualifications

As a dedicated professional you bring:

- Post-secondary education in Finance, Business Administration or related field.
- At least 2 years of Accounts Receivable an asset
- Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial reports
- Working knowledge of Immigrant systems, government/community resources an asset
- Strong attention to detail and commitment to quality
- Demonstrated ability to tactfully handle sensitive situations
- Strong working knowledge of collection regulation and credit practices
- Demonstrated ability to manage multiple, competing deadlines and priorities
- Knowledge of accounting systems, budgets, and internal controls
- Strong interpersonal and communication skills
- Intermediate Microsoft Office Suite, spreadsheets, database maintenance
- **Note: Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR training. Employees will be required to attend YMCA Child Protection Training**

Apply Today

Please email your cover letter and resume in one document to Amy Rector, Human Resources Manager at amy.rector@halifax.ymca.ca by **March 15, 2019**. We look forward to hearing your story.

The YMCA of Greater Halifax/Dartmouth is an equal opportunity employer that values the diversity of people and communities and is committed to excellence and inclusion in our Association. We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.