



We're Looking for You!

VP Finance

The VP of Finance is responsible for maintaining accurate finances, records and ensuring the fiscal health and well-being of YWIB Vancouver.

You: Accounting 101 was your favorite course. You love crunching numbers, spreadsheets and financial statements. You're happy to provide support, direction and guidance to others in regards to financial details.

Responsibilities:

- Prepare a comprehensive annual budget that includes the projected expenditures and revenues for each portfolio for chapter planning and National team reporting.
- Preparing semi-annual and annual financial statements for the YWiB National team to review.
- Meet regularly with portfolios to track spending and approve final expenditures, ensuring the budget is sustainable and that all spending brings value to YWiB Vancouver.
- Oversee the process for submitting and tracking reimbursements, monthly reconciliations, book-keeping and chapter reporting.
- Organize finance documentation, policies and procedures to ensure details are clearly defined for all current and incoming.
- Be the primary signing authority for YWiB Vancouver's reimbursements, bank account, and general funds.
- Research and prepare grants and bursary applications for submission.

What we're looking for:

- Detail-oriented, excellent organizational skills and ability to plan for and manage deadlines.
- Experience with preparing detailed budgets and reconciling accounts (mainly cash accounts), updating and adjusting financials and allocating resources within a team.
- Strong verbal and written business communication and interpersonal skills
- Experienced in Microsoft Office (Word, PowerPoint, and Excel) and Google Suite

This volunteer position requires a minimum one year commitment with a weekly commitment of (approx.) 2 hours/week. Please submit a resume to jasmin.aujla@ywib.ca with the subject line "VP Finance – Your Name".