



We're Looking for You!

VP Finance

The **VP Finance** will be responsible for accurately maintaining financial records and supporting the fiscal well-being of the organization through tasks including reconcile expenses, issue reimbursements, and provide timely financial information to the VP team. This position plays a critical role in supporting the accounting operations and financial reporting of the YWiB Vancouver chapter.

You: You have an eye for details and a passion for numbers. You are a self-starter and like a challenge.

The Role:

- Manage full cycle accounting including month end reconciliations and reporting
- Oversee and approve procurement and reimbursements while maintaining appropriate internal controls
- Communicate with individual portfolios on a monthly basis for performance reports
- Monthly bookkeeping and financial reporting
- Oversee financial processes, internal controls, reimbursement and procurement process
- Prepare GST Returns
- Liaise with portfolios to update budget to actual figures
- Liaise with VPs and the board over the chapter's financial performance
- Work with VP/Board for ad hoc projects (financial projections/new initiatives, etc)
- Attend all-team meetings and VPs only meetings

What we're looking for:

- Major in Accounting, Finance, or Business preferred
- Good understanding of basic accounting principles
- Familiarity with Quickbooks
- Proficient computer skills: Excel, Word and PowerPoint
- Excellent organizational skills
- Responsible and efficient
- Inventive and energy-driven
- Effective oral and written English skills
- Ability to plan and organize multiple simultaneous tasks efficiently

This volunteer position requires a minimum ONE year commitment. The successful candidate must attend our team meetings (every 1st and 3rd Monday). Must be able to commit up to 5 hours per week.

Please submit a resume to Vancouver.volunteer@ywib.ca with the subject line "VP Finance – Your Name"