

Title: General Manager, Finance & Association Services

Location: YMCA of Pictou County

Position Status: Full time

Hourly Rate: \$ 32-\$38.50 (67,000-80,000 annual salary depending on experience)

Start Date: January 2025

### **The YMCA of Pictou County Experience**

The YMCA of Pictou County is a supportive and caring staff team who are thriving, growing and are passionate about their work. The workplace team culture is inclusive, genuine, kind and nurturing, where team members are encouraged to learn and succeed individually and collectively. The environment is casual and comfortable yet friendly and professional. All team members are encouraged to have fun at work alongside the policies that guide our professionalism. At the YMCA of Pictou County, we know the value of being healthy and active, of bringing people together, and social and physical activity within a community. If this environment interests you and you identify as a dynamic team player who is socially connected and passionate about helping people, consider joining our team as the General Manager of Finance & Association Services.

### **Position Summary and Responsibilities**

Reporting to the CEO, the General Manager will provide leadership and expertise for the following functions

#### **Financial Management**

- Ensure transparent and accountable financial reporting and strategies that are in alignment and support the Associations purpose, relevance and goals
- Manage and oversee all financial operations, including accounting, budgeting, forecasting, and financial analysis
- Prepare and present financial reports to the Executive Leadership Team (ELT) and Board of Directors, and community providing analysis and recommendations as needed
- Ensure compliance with all not-for-profit financial reporting and regulatory requirements, including tax filings, audits, and other requirements
- Manage relationships with external partners, including bank, auditors, and other financial service providers

#### **Budgeting and Forecasting:**

- Oversee the annual planning and budgeting process, working closely with our Leadership Team to develop departmental and operational assumptions and requirements
- Manage the budget approval process in conjunction with the CEO and Management
- Monitor actual performance against budget and provide regular updates and analysis
- Develop and maintain financial forecasting models that support long-term financial planning and decision making

#### **Association and Team Leadership**

- Act as a part of the Associations Leadership Team, providing strategic and financial guidance
- Provide Leadership and mentorship to the Finance Team, fostering a culture of continuous improvement
- Foster an inclusive working environment for the Finance team, with a focus on developing and growing high performing staff and providing opportunities for growth
- Collaborate with Executive, Senior, and People Leaders across the Association to educate and build strong financial understanding

### **Board Relations and Reporting**

- Report on the financial performance and health of the Association
- Represent the Association at internal and external events and meetings
- Lead the Association Finance, Audit and Risk Committee in support of the CEO
- Collaborate with the Management & the Board Finance Committee to develop and implement financial policies and procedures

### **Tax Filing, Compliance, and Risk Management**

- Oversee all tax filings and compliance requirements
- Manage relationships with external auditors
- Ensure adequate risk management plans are in place, including maintaining appropriate insurance coverage, overseeing strategic investments

### **Qualifications**

- Post-Secondary education in Finance, Accounting, Business Administration or Related Field
- CPA designation and member in good standing
- Proven experience successfully managing budgets, overseeing financial reporting and compliance, developing and implementing policies and financial strategies, and overseeing financial reporting and compliance
- Experience in supporting philanthropic efforts and understanding of donor expectations
- Ability to collaborate with the Funds Development team to create compelling financial cases for support
- Strong service leadership, experience building high performing teams
- Excellent analytical, creative problem-solving, and decision-making skills
- Experience working in social justice considered an asset
- Demonstrates sound knowledge of compliance regulations
- Experience leading risk-management analysis and financial risk mitigation
- High proficiency in financial management and accounting software
- Current Standard First Aid and CPR Certification (an asset, we can provide)
- Demonstrate and promote a personal understanding of, and appreciation for the mission, vision and values of the YMCA
- A current criminal reference and child abuse registry check must be provided.

***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. Having these documents ready for the interview is recommended. All Employees are required to attend YMCA Child Protection Training.***

**Apply today to join our team in making a difference in the lives of children and families in Pictou County!**

Please email your cover letter and resume in one document to Tammy Goodwin, CEO & Executive Director; YMCA Pictou County at [tammy.goodwin@pcymca.ca](mailto:tammy.goodwin@pcymca.ca) by January 13, 2025. We look forward to hearing from you!

*The YMCA of Pictou County is an equal opportunity employer.*