



POSITION PROFILE

Director of Finance

POSITION IDENTIFICATION

Position Title: Director of Finance
Reports to: President, Vice-President, Members, Board of Directors

POSITION SUMMARY

The position name should really be “The Master Money Guru”, as this position has a little bit of everything, and each day is a balance between knowing all the details of what is going on while giving YWiB legs to stand on financially. We’re still really new, and it’s incredibly important to keep our financial house in order while we pursue all of our YWiB dreams. The goal is to keep YWiB with enough resources to keep executing our plans, while using our resources efficiently and effectively, giving breadth and depth to our members’ experiences. We want our team to be up to date on where we stand financially and we need to make sure we’re keeping our books straight as we keep shooting for the moon. This position legally also acts as the Secretary and Treasurer, which means that it deals with all of the non-profit compliance matters that may come up. Don’t worry though, we have some great advisors on board to help!

WHAT YOU WILL BE DOING

Tasks range from everyday ongoing tasks to major one-off events. A snippet of your day would be ensuring our accounting system is up to date and checking-in to make sure everything is operating smoothly; then checking in with budgets, grant applications, prospects, current event logistics and then maybe applying or researching loans and funding options. After all that taking a step back and contemplating what else we should be doing do allow us to work our magic. And then of course... sharing in a lot of team hugs.

WHY THIS ROLE IS SO IMPORTANT

The most important part of my position is trust, and when financial mistakes happen (and they do and can) it’s really important to maintain the trust in the processes and in our decision making. When things aren’t going so well it can be tempting to hide them or minimize them, but this position is all about owning our mistakes, learning from them and tweaking our model.

EDUCATION/WORK EXPERIENCE

Prior experience in accounting and finance are definitely an asset. This position is about distilling information and adapting it to be useful. You should be an excel wiz and be comfortable with learning more about finance, accounting, and financial reporting.

SKILLS

A lot of this position depends on being really detail oriented, critical and analytical, but also giving everyone a bit of a break and not bogging them down in processes and documentation. It’s about being hard on data and ideas but not on people. It requires self-managing your time and doing what you are told because it’s important and know it needs to get done, not because someone told you to do it. The most important thing is a strong commitment to maintaining the integrity of YWiB while being flexible and adaptable. That, and being super excited about what we’re doing and wanting to be a part of the magic. Oh, and giving great hugs doesn’t hurt.