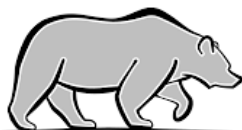




Position Specification

Financial Controller

Confidential



Yellowstone to Yukon
Conservation Initiative



Company Description

The Yellowstone to Yukon Conservation Initiative (Y2Y) is a joint Canada-U.S. not-for-profit organization with a mission to connect and protect wildlife habitat from Yellowstone to Yukon so people and nature can thrive.

Y2Y are the only organization dedicated to securing the long-term ecological health of this entire region. Y2Y take a scientific and collaborative approach to conservation and highlight and focus on local issues that affect the region.

Since 1993, Y2Y has worked with >460 partners to stitch together this landscape, including scientists, conservation groups, landowners, businesses, government agencies as well as Indigenous Peoples (First Nations, Métis, Inuit, and Native American).

To learn more, visit <http://www.y2y.net>



Scope and Responsibilities

Reporting to the Chief Operating Officer (COO), the Financial Controller is responsible for all aspects of financial management of the organization, as well as government compliance in both Canada and the United States.

Specific Responsibilities

This is a critical role in Y2Y's continued success and growth. The role is accountable for the following:

- Contribute to the operations of Y2Y, a Conservation NGO and independent charity in Canada and the United States by leading:
 - Financial management; and,
 - Government compliance.
- Maintain Y2Y's compliance as a registered charity, including overseeing annual audits, tax return submissions the issuance of charitable tax receipts, and cross border regulations;
- Oversee financial systems and controls for both actual and budgeted results for two organizations (Y2Y U.S. and Y2Y Foundation Canada);
- Ensure books of all entities are maintained and accurate;
- Oversee Accounting Coordinators and assist them in completing their responsibilities, including;
 - Review financials for donor reports requested by the Development department;
 - Oversee outsourced payroll in both the U.S. and in Canada – from timesheets to payroll;
 - Review and approve monthly balance sheet reconciliations;
 - Work with direct reports to define work plans, manage workloads, meet deadlines; and,
 - Oversee, coach, motivate, and develop the team.

This is a leadership role that involves hands on work, including:

- Complete month end and quarterly financial reports once Accounting Coordinators have finished their portion, including;
 - Calculating and posting intercompany entries between the two entities;
 - Allocating payroll between departments and entities in line with budgets and funder agreements;
 - Documenting all cross-border transactions as necessary to satisfy US and Canadian compliance rules;
 - Consolidate books of two entities quarterly or more depending on Board needs;
 - Complete, review and approve monthly financial statements; and,
 - Review quarterly financial reports detailing both actual and budgeted.
- Prepare and present monthly financial reports to Budget Managers and quarterly financial reports detailing both actual and budgeted results to the President, staff and sub-committees of the Board;
- Ensure Directors and Officers insurance are in place for two corporations, and provide Board Members with the financial information they require to allow them to fulfil their Board responsibilities;



- Manage the budget process; ensure a procedure to collect information by project from staff to develop the budget as efficient, understand variances, and assist in producing quarterly projections to allow management and the Board to evaluate performance;
- Manage sub-grants, subcontracts, project agreements, and other fiscal relationships;
- Manage the treasury and cash management functions, including banking, investments, and exchange funds from US\$ to Canadian\$ as needed and opportunistically to take advantage of favourable rates;
- Assess risks related to finances and work with COO and as appropriate, the Board, to mitigate risks;
- Manage and continuously improve financial policies and procedures and ensure documentation is up-to-date;
- Compile political activity reports received throughout the year and report on annual returns; and,
- Assist the COO on other matters as needed.



Desired Candidate Abilities, Background and Experience

Given the role this individual will play in Y2Y's continued growth and success, it is essential that the successful candidate possesses the following education, experience, and personal characteristics:

Education

- Master/Bachelor degree in Business, Accounting, Finance or a relevant field; and,
- Professional Accounting designation (CPA, CA, CMA or CGA) is an asset but not required.

Experience and Personal / Professional Attributes

- Minimum of five years administration and management experience, with preference for non-profit experience and working across international boundaries;
- Experience in budgeting and risk management;
- Strong leader;
- Ability to look beyond specifics of the job to organizational well-being and senior administrative team decision-making;
- Interest in and passion for Y2Y as a region and conservation more generally;
- Demonstrated ability to organize. Ability to manage multiple time-sensitive projects simultaneously;
- Adaptable self-starter and self-manager with ability to set priorities and efficiently use time;
- Willing to be hands on and assist wherever needed in financial reporting;
- Excellent interpersonal skills; enjoys supporting staff and being responsive to staff needs;
- Strong contemporary computer skills. Familiarity with Microsoft package especially excel, and QuickBooks and/or other accounting software. Proficiency in Email and internet applications; and,
- A good sense of humour and commitment to building constructive working relationships to solve challenging problems.

Contact Information

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