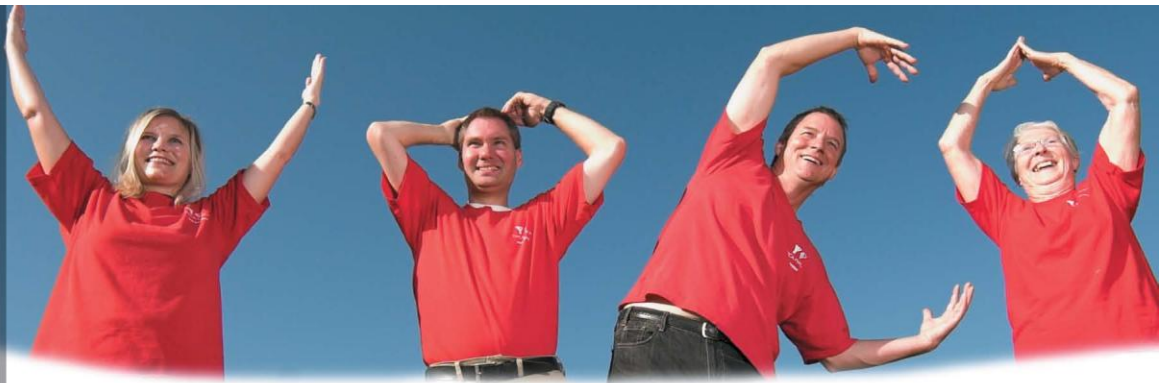


# Y Employment OPPORTUNITIES



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**Position Title:** EPBC Business/Finance Manager (Full-time)  
**Location:** Kelowna/Penticton (some travel required)  
**Compensation:** Competitive Salary and Benefits Package  
**Placement Date:** Immediate

We are seeking a Business/Finance Manager to join our team who is energetic, personable, resourceful, well-organized, natural at working in team relationships, and excels in a challenging but rewarding and supportive work environment. The successful candidate will have experience both working with and designing accounting processes and internal controls. This senior position will monitor and analyze day-to-day client flow and contractual maximum averages per client TIER throughout the Penticton Catchment Area for the new Employment Program of BC (EPBC).

The EPBC Business/Finance Manager is responsible for the general reporting functions, data management, security and quality assurance that the EPBC requires to be efficient and accurate. Working closely with the GM of Finance and reporting to the EPBC Penticton Catchment Manager, you will provide regular analysis in an effort to identify trends, concerns and overages and communicate your findings to the leadership team.

#### **Additional Responsibilities and Abilities:**

The EPBC Business/Finance Manager will be part of the start-up team, developing and implementing systems and best practices to support this new Employment Program of BC.

You will provide accurate monthly reconciliations as required. You will monitor utilization and staff productivity rates to ensure maximum efficiency of service deliverables is achieved on a consistent basis.

As part of the leadership team, you will provide ongoing support to Case Management staff and staff delivering Case Managed services to ensure client success with seeking employment. You will ensure that benchmarks set forth by the Ministry are being met and exceeded on a consistent basis. You will ensure that all policies in relation to confidentiality and security are adhered to at all times.

You will provide support to the IT Coordinator with regards to general maintenance of servers, systems and VOIP telephones.

[ymca-ywca.com](http://ymca-ywca.com)



# Y Employment

We build strong kids, strong families, strong communities

You are non-judgemental of others, and are comfortable working through diverse situations to respond to individual needs by jointly exploring workable solutions.

#### Qualifications:

- Must have completed or currently pursuing a recognized accounting designation (CGA, CMA, CA)
- 5+ years accounting experience with A/R, A/P, GL and reconciliations
- Experience in performing financial and statistical analyses
- Experience with developing systems, internal controls
- Excellent verbal and written communication skills
- Proficient in MS Office Suite
- Experience with database case management is an asset
- 3+ years within the employment industry is preferred
- Effective time management and organizational skills
- Proficient in interpretation and execution of policies and procedures
- Self motivated, ability to follow directions and take initiative
- RCMP Criminal Records Check required

#### Competencies:

**Commitment to Mission, Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision and values of YMCA-YWCA of the Okanagan.

**Relationship Building and Collaboration:** Builds positive interactions both internally and externally to achieve work related goals.

**Self-Management:** Ability to direct personal performance to achieve desired results with minimum supervision.

**Initiative:** Seeks and finds solutions to problems without waiting for direction and understands when to take action on issues.

**Leadership:** Motivates and inspires self and others to take action to achieve desired outcomes.

#### Application Process:

Please apply with cover letter and resume, to:

Danielle Miranda  
Human Resources Manager  
375 Hartman Road Kelowna, BC, V1X 2M9  
E-mail: [dmiranda@ymca-ywca.com](mailto:dmiranda@ymca-ywca.com)

Application Deadline: **12:00pm January 26<sup>th</sup>, 2012**

*We thank you for your interest,  
however only candidates selected for an interview will be contacted.*