

FUNDER REPORTING ANALYST (FINANCIAL)

REPORTING ANALYST (FINANCIAL), - ORGANISATIONAL IMPACT TEAM

Some people just have a knack for making processes run more smoothly and you are one of them. You will be responsible for supporting financial reporting to funders and monitoring program contracts. This includes helping with contract renewals, contributing to requests for proposals / funding proposals, and supporting some special projects.

The Reporting Analyst, while primarily working in the Organizational Impact team, supports the entire organization by collaborating with all levels of leadership and especially the Finance team.

WHAT MOVES YOU

- Using your communication skills to make it easy for non-financial people to understand financial topics
- You take pride in being detail-oriented and demonstrating continuous improvement
- Analyzing metrics and designing reports to help with business decisions is exciting for you
- You enjoy proposing new ideas and approaches that challenge others in a positive manner

WHAT YOU'LL DO

- Maintain funder financial reporting tracking system to ensure complete, on-time reporting.
- Supporting staff by participating in budget development and forecast processes
- Maintain effective communication with internal staff related to funder/donor reporting
- Help develop program budgets by collaborating with Program Managers, the Impact and Finance teams.
- Ensure contracts, schedules, and documentation are properly maintained
- Review contracts for financial compliance and bring challenges and changes to the attention of the program leadership.
- Identify budget misalignment in expenses to leaders and provide support to enable corrective actions.
- Prepare financial information for contract renewals and proposed changes

WHAT YOU'VE DONE

- Bachelor's Degree or equivalent; certificate in an Accounting discipline would be an asset but significant related experience will also be considered
- Experience in contract administration or similar tasks;
- Understanding of non-profit program funding and the applicable financial principles
- Proficient in Microsoft Office suite with an emphasis on Excel;
- Strong ability to execute work with an equity, diversity and inclusion lens;
- Strong interpersonal and communication skills
- Ability to work independently and be self-directed in completing short-term and long-term projects
- If you feel that you have related experience or qualifications not described above, please do not hesitate to apply

As a condition of employment, YW Calgary requires the successful candidate to be fully vaccinated. Where the candidate has not obtained the vaccine, the candidate will be considered on an exceptional case by case basis; YW Calgary will adhere with its obligations under the Alberta Human Rights Act.

If you want to work to change lives, we want to meet you.

Competition Number: **2021061**

Deadline: **October 22, 2021**

www.ywcalgary.ca/work-with-us

Apply today with resume, cover letter, and salary expectations to careers@ywcalgary.ca

YW Calgary is committed to providing an equitable, diverse and inclusive workplace where all employees, clients and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, and/or disability, feel valued and respected.