



POSTING TITLE: Accounting Coordinator, Reporting & Reconciliation

Posting Date: January 5, 2022

Closing Date: Until filled

ABOUT THE YELLOWSTONE TO YUKON CONSERVATION INITIATIVE: The Yellowstone to Yukon Conservation Initiative (Y2Y) is a joint Canada-US not-for-profit organization with a mission *to connect and protect habitat from Yellowstone to Yukon so people and nature thrive*. Y2Y takes a scientific approach to conservation and is upheld as a global leader in large landscape conservation. Visit y2y.net to learn more.

POSITION OVERVIEW: Y2Y is seeking a professional for the full-time position of Accounting Coordinator Reporting & Reconciliation. The successful incumbent will report to the Financial Controller and contribute as a part of a highly collaborative team supporting the overall operations of Y2Y's financial budgeting and reporting processes using a combination of spreadsheets and Quick Books. The position is responsible for preparation of internal financial reports and working with other Y2Y teams regarding actual to budget variances and forecasting expected full year results.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Tracking of projects funded by restricted donation and their percentage completion, and ensuring correct accounting is done of same
- Reconciling development sub-ledger to general ledger
- Preparing regular program financial management reports comparing actual to budget
- Preparing regular and ad hoc financial reports by donor to support the Development team in their donor reporting
- Support the Finance Controller in the preparation of the Annual Budget
- Assist in the implementation of strong financial policies and procedures and work to ensure they are continuously improving and well documented
- Cross-training on various finance department processes to allow for departmental vacation coverage
- Assist with special projects and ad hoc tasks as assigned

QUALIFICATIONS:

- Interest in and passion for Y2Y as a region and conservation more generally
- 5 years or more work experience with a thorough understanding of Quick Books accounting software
- A post-secondary diploma or degree in accounting is desirable but not required
- Strong preference for previous non-profit experience and working across international boundaries
- Strong knowledge of accounting, reconciliations and journal entries

- Excellent computer skills with demonstrated proficiency in Word, Excel, PowerPoint, Outlook Email
- Exceptional ability to execute multiple projects and assignments without error and high attention to detail
- Strong oral, writing and interpersonal skills to be able to communicate effectively with colleagues from diverse backgrounds and cultures.
- Excellent interpersonal skills; enjoys supporting staff and being responsive to staff needs.
- A good sense of humor and commitment to building constructive working relationships to solve challenging problems.

TERMS OF EMPLOYMENT:

This position is based at Y2Y's Canmore, Alberta office. The incumbent may work remotely until COVID precautions are not required however the incumbent will be required to be available for meeting during normal business hours.

Salary is commensurate with experience, ranging from \$45,000-\$60,000 and includes Y2Y's excellent set of benefits.

Y2Y is an equal opportunity employer and committed to diversity, equity, and inclusion in our workplace as well as more broadly in science, conservation, and society. We strongly encourage applications from members of groups that are underrepresented and/or excluded from science and/or conservation, including but not limited to Black, Indigenous, and People of Colour, people with disabilities, and members of the LGBTQ+ community.

The successful candidate will be required to abide by Y2Y's Conflict of Interest Policy.

TO APPLY:

Applications should be received no later than **January 28, 2022**. However, we will continue to entertain queries until the position is filled. Preliminary interviews may be held via conference call or Skype. Final in-person interviews will be held, in person as possible using social distancing in Canmore, Alberta.

SEND BY E-MAIL: a cover letter, a resume to careers@y2y.net

Subject line: "Your Name" Application for Accounting Coordinator, Reporting & Reconciliation

Y2Y thanks all applicants for their interest however only those candidates under consideration will be contacted.