



## ABOUT YES

Founded in 1995, YES (Youth Employment Services Foundation), a **non-profit community-based organization** dedicated to enriching the community by providing English-language support services to help Quebecers find employment and start and grow businesses, is growing and looking to hire a

### *Financial Resources Manager*

Reporting to the Financial Officer, the ideal candidate will have experience with **budgets and forecasts but enjoy writing**. They will be a self-starter who exhibits exceptional attention to detail, is a creative thinker, and is able to adapt quickly to respond to various stakeholder demands. Has an affinity for the non-profit sector

### RESPONSIBILITIES WILL INCLUDE:

- Identifying areas of specific funding needs and substantiating their fit within the organization (Federal, Provincial and Foundations).
- Developing compelling applications/proposals, including budgets and forecasts as required.
- Writing government reports (financials, statistics and narrative) that respect applicable contract deadlines.
- Utilizing the in-house CRM (Office 365) to write queries and reports that identify trends.
- Under the guidance of the FO, monitoring on-going funding contracts, responding to requests and providing regular analysis and follow-up with stakeholders
- Supporting the FO in maintaining a close liaison with federal, provincial and municipal officials in order to assess on-going developments and opportunities and to maintain a high and effective profile for YES.
- Maintaining and coordinating financial related records in Office 365, including tracking, reporting and correspondence.
- Assisting the FO in the monitoring of actual variances to budget and reporting as required.

### REQUIREMENTS AND QUALIFICATIONS:

- Appropriate degree in a business-related field (Accounting or Finance) or comparable experience with a strong interest in writing.
- **Excellent English writing and communication skills**
- Accounting and financial reporting experience an asset.
- **Experience using a CRM system, writing queries, and analyzing trends.**
- Experience using Office365 and Sharepoint
- Experience working in a not-for-profit organization.
- Strong communication and writing skills in French an asset.
- Strong contributor in team environments, able to handle multiple assignments simultaneously.
- Excellent multitasking, prioritization, and time management skills
- Experience working with volunteers and non-profit experience is an asset
- Bilingualism is an asset

**Benefits:** YES is proud of its diverse, committed, focused and respectful staff and volunteers. YES has a dynamic and fast paced work environment and offers its employees:

- 10 paid sick days/personal days per year
- A Group Insurance plan (Life Insurance/ Health & Dental/ Disability Insurance)
- An Employee Assistance Plan
- VSRP (Voluntary Sector Retirement Plan)
- Closed between Christmas and New Year
- 11 Statutory holidays
- Professional development opportunities

### HOW TO APPLY:

Send your **cover letter** and résumé by February 19, 2021

To the Director of Administration and Personnel

Only those candidates chosen for an interview will be contacted. YES is committed to equal opportunity employment.

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