



Swimming With A Mission Canada - Financial Analyst, Finance Committee

Location: Canada

Category: Committee Member

Job Type: Part-time Volunteer

Swimming With A Mission (S.W.A.M.) Canada is a non-profit volunteer organization that provides affordable, one-on-one swimming instruction to children with special needs. We have 15 Chapters across Canada, providing over 1000 children with swimming lessons each year. We are currently recruiting a member for the Finance Committee. Committees are the backbone behind the organization and provide substantive work outputs for the benefit of all chapters. Each Committee is either chaired or co-chaired by a Director of S.W.A.M. Canada, and includes between one and three other members. There is no location requirement for S.W.A.M. Canada, as all our work is done remotely.

We are currently recruiting one Financial Analyst.

The specific objectives of the Finance Committee are:

- To develop an annual operating budget in consultation with other Committees and the Board of Directors
- To approve the budget within the Finance Committee
- To monitor adherence to the budget and cost control
- To develop financial statements and financial reports for the Board of Directors and membership
- To provide strategic, business, and financial advice to the Board of Directors
- To ensure compliance with CRA filing and reporting requirements
- To provide advice and assist inter-committee projects

Specific responsibilities of the Financial Analyst include:

- Working closely with the Treasurer in achieving the annual goals of the Finance Committee (i.e. creating annual budgets, developing financial reports for the Board, compliance with CRA and Industry Canada reporting requirements)
- Providing strategic advice to financing initiatives as needed by the various projects other Committees will be spearheading

Requirements:

- Undergraduate degree
- Previous experience in accounting or finance (in either an academic or professional setting)
- Familiarity with financial reporting and CRA filing
- General knowledge and/or experience with not-for-profit accounting and filing requirements
- Pursuit of an accounting designation (e.g. CPA) would be an asset
- Strong written and verbal communication skills
- Ability to work independently as well as within a team



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- Superior organizational and time management skills
- Willingness to take initiative and learn

Term:

Committee Members are elected by the Board of Directors and serve a one-year term. Members may be released at the end of their elected term or by renewing for a second term.

Application Process:

To apply, please submit a Resume and Cover Letter to nominations@swamcanada.ca with the subject line 'S.W.A.M. Application - Financial Analyst'. The application deadline is **Sunday, February 9th at 11:59 PM EST.**