

YESAB

Yukon Environmental and
Socio-economic Assessment Board

Does being a part of one of Canada's most dynamic environmental and socio-economic assessment processes interest you?

YESAB is an independent, arms-length body responsible for carrying out the assessment responsibilities under the *Yukon Environmental and Socio-economic Assessment Act (YESAA)*.

Our commitment is to be an impartial, effective and efficient organization that provides assistance to all involved in the assessment process.

FINANCE and ADMINISTRATION MANAGER **Head Office, Whitehorse**

Full-time, permanent

Annual salary range: \$93,890.49 - \$125,187.33

We are searching for communicative, self-motivated and enthusiastic candidates who are proactive and passionate about Finance management, policies and programs. The Finance and Administration Manager (FAM) is a key element of our dynamic YESAB team.

The FAM is responsible for the development, implementation, evaluation and maintenance of a full range of financial, asset and facilities services for YESAB. Accountabilities include budget development and oversight; financial planning, management and control; financial reporting and related audit functions; security of assets; payroll and benefits administration; contract management; and the asset and facilities administration of seven offices across the Territory.

A key function of the FAM is to provide information and advice to the Board, Executive Director and management team to assist in making effective and responsible decisions regarding YESAB goals, policies, budgets and critical resource allocation and cost management decisions.

Our optimal candidate is a strategic senior level finance professional with extensive experience, supported by a degree in accounting, finance or related field; ideally also with a background in government or First Nations government environments. An equivalent combination of formal education and considerable experience in the above areas may be considered. A comprehensive job description may be found on our website at www.yesab.ca/employment

We offer a generous vacation allowance and excellent health, dental and RRSP benefits, among others. Complete details will be discussed with the successful candidate.

Should this opportunity be of interest we'd like to hear from you. Submissions must include both a cover letter and résumé which clearly outline how your qualifications make you the ideal candidate for this exciting position. Note that international applications are not being accepted at this time.

Apply via email:

yesab@yesab.ca

Apply via post:

YESAB Head Office

Suite 200 – 309 Strickland Street

Whitehorse, YT Y1A 2J9

Applications must be received by September 20, 2020

Collection, use and retention of personal information will be in accordance with YESAB's privacy policies and practices. By submitting your résumé and personal information and/or participating in our interview process, you acknowledge and consent to YESAB's collection, use and disclosure of your personal information to determine your suitability for this employment opportunity.