



## **Support a Stronger Community Through Operational Excellence**

Whitehorse Glacier Bears Swim Club (WGB) is seeking a highly organized and community-minded Senior Finance & Administration Lead to support the continued growth and success of our organization

This is an opportunity to take on a central leadership role in a growing non-profit sport organization, directly influencing the quality and reach of programs serving youth across the Yukon.

Working closely with the senior leadership team, you'll contribute across financial management, operations, systems, logistics, and organizational planning while helping support the future of swimming in the Yukon.

If you are someone who thrives on organization, problem-solving, and building strong systems that help teams succeed, we want to hear from you.

### **More About the Role**

**Part-time (20 hours per week) | Permanent**

**\$35,000 per annum | Whitehorse, Yukon**

The Senior Finance & Administration Lead is responsible for the financial management, administrative operations, and data systems that support WGB's day-to-day operations and long-term sustainability.

Reporting to the Executive Director, this role serves as the operational backbone of the organization, ensuring strong financial oversight, seamless registration and administrative systems, and effective coordination of competitions, travel, events, and member services.

Working closely with the Director, Swimming & Engagement, you will help ensure alignment between programming, operations, and organizational priorities in a fast-paced, member-focused environment.

You will:

- Lead day-to-day financial operations, including bookkeeping, payroll, and financial reporting
- Support budgeting, forecasting, funding administration, and financial planning
- Oversee athlete, coach, and official registration processes and compliance requirements

- Manage and optimize administrative systems, including PoolQ and related platforms
- Coordinate competition travel, logistics, and operational planning
- Support events, sponsorship administration, and organizational communications
- Strengthen systems, processes, and organizational effectiveness across the club

### **About You**

You are detail-oriented, dependable, and solutions-focused, with the ability to balance accuracy, organization, and responsiveness in a dynamic environment.

You bring strong administrative and financial skills while also understanding the importance of relationships, communication, and member experience in a community organization

You:

- Are currently based in Whitehorse OR prepared to relocate to Whitehorse in a timely manner
- Have experience in bookkeeping, finance, administration, and/or operations
- Understand financial reporting, budgeting, and organizational systems
- Are highly organized and able to manage multiple priorities and deadlines
- Communicate clearly and professionally with diverse groups
- Are comfortable working independently while collaborating closely with a team
- Have strong problem-solving skills and attention to detail
- Value accountability, professionalism, and continuous improvement
- Experience in a sport or non-profit environment is considered an asset.

### **Why Whitehorse?**

Trade traffic for trails and routine for adventure. Whitehorse offers a vibrant, welcoming community with unmatched access to outdoor recreation and a high quality of life.

This is a place where you can lead meaningfully AND live exceptionally.

### **Ready to Apply?**

Please email your resume and a brief cover letter outlining your leadership experience and interest in executive development to: [admin@whitehorseglacierbears.ca](mailto:admin@whitehorseglacierbears.ca)

**Subject line: SR Finance & Administration Lead Application**