



Bookkeeper

Overview

The Northwest Territories Society for the Prevention of Cruelty to Animals (NWT SPCA), a registered charity, is the largest SPCA in the Northwest Territories and is located in the City of Yellowknife, the territory's capital. The NWT SPCA services all of the NWT's 33 communities and western Nunavut. We are a non-profit, volunteer-based society striving to protect and enhance the quality of life for all domestic animals in the Northwest Territories. Focusing on the health and wellbeing of domestic pets in the North, the NWT SPCA facilitates many lifesaving programs such as the Community Spay/Neuter Program and Animal Wellness Clinics for companion animals, education initiative, pet food drives, adoptions and dog transfers to name a few. Our programs improve the welfare of our Northern pets and the communities in which they live.

General Description

We are seeking a skilled and detail-oriented Bookkeeper to join our team. The ideal candidate will play a crucial role in ensuring the financial integrity and transparency of our organization, allowing us to focus on our mission of protecting and advocating for the welfare of animals.

Salary Information

This is a part time position and pays \$25 per hour.

Qualifications

- Bachelor's degree in Accounting, Finance, or related field preferred.
- Proven experience as a bookkeeper or in a similar financial role.
- Strong knowledge of accounting principles and practices.
- Proficiency in QuickBooks Online and Microsoft Office Suite.
- Excellent attention to detail and accuracy.
- Strong organizational and time-management skills.
- Ability to work independently and collaboratively in a team environment.
- Understanding and passion for animal welfare is a plus.

CONFIDENTIAL INFORMATION – This position has access to confidential information

Responsibilities

Financial Record Maintenance

- Accurately record financial transactions, including accounts payable and receivable, in a timely manner.
- Maintain organized and up-to-date financial records for the organization.



Budgeting and Forecasting

- Assist in the preparation and monitoring of annual budgets.
- Work closely with management to develop financial forecasts.

Bank Reconciliation

- Perform monthly bank reconciliations to ensure accuracy and completeness of financial records.

Payroll Processing

- Process payroll and related tasks, ensuring compliance with relevant regulations and policies.
- Maintain employee payroll records.

Financial Reporting

- Generate and analyze financial reports for management and board meetings.
- Provide regular financial updates to key stakeholders.

Audit Support

- Ensure all necessary documentation is prepared and available for audit purposes.

Compliance

- Stay informed about relevant financial regulations and ensure compliance.

General Administrative Support

- Assist in general administrative tasks as needed.
- Collaborate with other team members to support the overall success of the organization.

How to Apply

Interested candidates are invited to submit their resume, cover letter, and salary expectations to president@nwtspca.com. Please include "Bookkeeper Application - NWT SPCA" in the subject line.

The NWT SPCA is an equal opportunity employer and encourages candidates from all backgrounds to apply. We thank all applicants for their interest, but only those selected for an interview will be contacted.