



Treasurer

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.

The NWT SPCA is seeking a Treasurer to oversee the organization's financial reporting, record keeping, and overall financial health. The Treasurer will work closely with the Bookkeeper to help produce timely and accurate financial reports and offer guidance to the Board and Executive Director to assist with decision making .

General Description

This is a meaningful opportunity to expand your professional skill set and experience. You will have the possibility to work alongside top leaders, developing and implementing strategies that will positively impact the animals we serve. This position will help in developing the long-term direction and vision of the organization, providing insights to inform organizational decisions.

Salary & Benefit Information

This is an unpaid volunteer position.

Qualifications

- Bachelor's Degree and/or 5 years of equivalent work experience
- CPA Designation preferred
- Passionate about the humane treatment and care for animals
- Proven knowledge of organizational performance management, budgeting, process improvement, trending analysis, and financial analysis
- Ability to interpret legislation and regulation and the implications to the organization's financial reporting
- Ability to prepare and communicate performance reporting and strategic recommendations

CONFIDENTIAL INFORMATION – This position has access to confidential information



Responsibilities

Budgeting and Forecasting

- Review annual budgets.
- Work closely with management to develop financial forecasts.

Bank Reconciliation

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

Payroll Processing

- Review payroll and related tasks, ensuring compliance with relevant regulations and policies.

Financial Reporting

- Generate and analyze financial reports for management and board meetings.

Audit Support

- Collaborate with external auditors during the annual audit process.

Compliance

- Stay informed about relevant financial regulations and ensure compliance.

How to Apply

Interested candidates are invited to submit their resume, cover letter, and salary expectations to president@nwtspca.com. Please include "Treasurer 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.