



Position: Board Member - Director of Treasury and Administration

Organization: Cedar Coast Field Station Society

Location: Remote however preference will be given for those living in or with strong personal connection to the Clayoquot Sound Biosphere and surrounding regions

Type: Volunteer Board Member (Approximately 5-8 hours per month)

About Cedar Coast Field Station Society:

CCS is an independent, not-for-profit society with a vision to preserve ecological health through place-based research and education that celebrates the cultural and biological diversity of Clayoquot Sound, a UNESCO Biosphere Reserve. We support scientists, students, and community members in conducting meaningful research and engaging in conservation activities that foster a deeper understanding of our natural ecosystems.

Our History and Mission:

Cedar Coast Field Station Society was established in 2017 on Vargas Island as a field station on unceded traditional territory of the Keltmaht and Ahousaht First Nation. Following the pandemic, the Society substantially reduced its budget to meet its financial obligations and could not renew the lease for the field station, opting to use a “pay as needed” basis. The Society continues to rebuild financially and is currently debt-free. We have since centered our strategic pillars on the following strategies;

Connect: Inspiring connections between people and Clayoquot Sound through collaboration, shared learning, and artistic expression.

Collect: Serving as a scientific and education resource for Clayoquot Sound by conducting objective research and collaborating with others.

Create: Promoting inclusivity and accessibility to protect and celebrate the health of Clayoquot Sound.

Position Overview:

The Treasury and Administrative Role the Board of Directors is responsible for overseeing the financial management of the Cedar Coast Field Station Society. This role involves maintaining accurate financial records, ensuring sound financial planning, and providing regular financial reports to the board. The Treasurer will work closely with other board members and staff to support the organization’s fiscal health and strategic goals. Due to limited resources, we are currently an operational board, but we strive to become a strategic board moving forward. The right candidate should be interested in participating in operational matters in addition to high level development and planning.

Key Responsibilities:

- Oversee the organization's financial activities, including budgeting, bookkeeping, and financial planning.
- Ensure that accurate and complete financial records are maintained and that financial transactions comply with applicable laws and regulations.
- Develop and monitor the annual budget, ensuring alignment with the organization's strategic objectives.
- Oversee day to day operational duties including employment paperwork and payroll for small staff team.
- Prepare and present regular financial reports to the board, including balance sheets, income statements, and cash flow statements.
- Provide updates on the organization's financial status, highlighting any issues or concerns that need to be addressed.
- Support the organization's fundraising efforts by providing financial insights and guidance on potential funding opportunities.
- Ensure that funds are used effectively and transparently, adhering to donor requirements and grant agreements.

Qualifications and Attributes:

- Degree in finance, accounting, business administration, or a related field. Professional accounting designation (CPA, CA, CGA, CMA) is preferred.
- Proven experience in financial management, budgeting, and financial reporting, preferably in a non-profit or charitable organization.
- Strong understanding of accounting principles, financial software, and budgeting processes.
- Experience in preparing financial statements, managing audits, and ensuring compliance with financial regulations.
- Excellent analytical, organizational, and communication skills.
- Ability to work collaboratively with a diverse team of board members, staff, and stakeholders.
- Commitment to the mission and values of the Cedar Coast Field Station Society.
- Ability to work collaboratively with a diverse team of board members, educators, and stakeholders.

Benefits:

- Opportunity to make a significant impact on environmental conservation and education on the West Coast of British Columbia.
- Connect with a community of passionate individuals dedicated to preserving our natural ecosystems.
- Gain experience in non-profit board governance and strategic planning.

How to Apply: Please submit your resume and a statement of interest describing your relevant qualifications to info@cedarcoastfieldstation.org

We look forward to hearing how your skills and experience can help us grow and succeed. We encourage applications from all people interested in the role, including, LGBTQ2+ and BIPOC peoples, and all genders and sexual orientations.

