Posting Date: August 7, 2025
Closing Date: September 21, 2025

Location: 706 E. Main Street, Welland
Employment Type: Regular, Full-time, 40 hours/week

Why join the Niagara SPCA team?
The Niagara SPCA and Humane Society is Niagara's animal charity.

Serving Niagara Region, the Niagara SPCA and Humane Society operates animal shelters in Niagara Falls, Welland, and Port Colborne, providing shelter for homeless, injured and abandoned animals and adopting them to caring families. We also operate a Spay/Neuter Clinic in Welland, helping to solve pet over-population through prevention. Our mission is to deliver innovative programs and compassionate services that enhance the lives of pets in need, and the people who care for them. Our core values are teamwork, responsive solutions and compassionate service. Together, we enhance lives, inspire compassion and bring joy to pets and people.

About the opportunity:
Under the direction of the Chief Executive Officer, the Director, Finance and Administration is responsible to provide the leadership, strategic direction, and overall management of finance, facilities, fleet, and payroll.

The Director has experience managing people, developing and implementing financial controls and procedures, preparing accurate financial statements and reports, leading an annual budgeting process and providing ongoing support to Managers pertaining to departmental budget(s), and serving as the primary liaison with our banking partner(s), external auditors and vendors.

The Director, Finance and Administration is responsible for managing an accounting system and building maintenance program to support operations of four distinct operating centres. This requires monitoring and developing policies and procedures, recommending improvements, and resourcing all aspects of financial, facility and fleet management.

Responsibilities

FINANCIAL MANAGEMENT AND REPORTING:
• Develops and maintains timely and accurate financial statements and reports in accordance with generally accepted accounting principles (GAAP).
• Develops, implements, and ensures compliance with internal financial and accounting policies and procedures.
• Ensures that all statutory requirements of the organization are met in a timely manner
• Prepares all supporting information for the annual audit and oversees implementation of any audit recommendations.
• Prepares supporting information for authorized groups such as the Canadian Revenue Agency and the Worker's Compensation Board.
• Documents and maintains complete and accurate supporting information for all financial transactions.

• Develops and maintains financial accounting systems for cash management, accounts payables, accounts receivable, credit control, and petty cash.
• Reconciles bank and investment accounts, and manages cash flow.
• Reviews monthly results and implements monthly variance reporting as compared to budget.
• Manages the cash flow and prepares cash flow forecasts in accordance to policy.
• Tracks and maintains all organizational contracts. I.e. vendors, suppliers, municipal contracts, etc.
• Supports and attends all Finance Committee meetings and attends Board Meetings providing support to the Chief Executive Officer and Board Treasurer as needed.
• Oversees petty cash, bank deposits and the issuing of cheques and invoices.
• Supports communication with local Municipalities, Accountants, Insurance Companies, Legal Counsel, Banking/Financial Investment firms, Veterinary Practices and Providers and customers.
• Supports the Chief Executive Officer in contract negotiations by collecting, interpreting and reviewing financial information.
• Responsible for identifying any issues with the day-to-day financial operations, and making recommendations to improve efficiency and accuracy.

PAYROLL ADMINISTRATION:
• Ensures Administrative Assistant processes employee payroll in a timely and accurate manner.
• Assists with the negotiations and manages the employee insurance, benefits, and pension plans.
• Ensures annual T4s and T4As are issued by payroll provider.
• Supports Administrative Assistant with the tracking of vacation, sick leave and other leave according to Niagara SPCA and Humane Society policies.

BUDGET PREPARATION:
• Leads the annual budget preparation process in consultation with Chief Executive Officer and Department Managers.
• Assist Managers with the preparation of budgets and with funding applications.

FACILITIES/ MAINTENANCE/FLEET:
• Ensures buildings and vehicles are maintained to a required safety standard;
• Ensures contractual performance needs exceed quality standards and within agreed upon budgets
• Ensures that the Joint Health & Safety Committee (JHSC) completes inspections
• Processes and maintains service contracts including conducting annual review of vendors and contractors' performance
• Ensures the purchase and delivery of vehicles, facility and maintenance supplies
• Leads efforts to support RFP/tenders processes

Qualifications
• Post-secondary education in Accounting, Finance or related field (CPA, CA preferred)
• Minimum 5 years' leadership experience in accounting, payroll and office administration
• Experience working with in a not for profit organization and with a Finance Committee and Board of Directors preferred
• Knowledge of common accounting software, payroll software and Canadian GAAP standards
• Expert level of efficiency with Microsoft Office and online software applications
• Experience with workplace health and safety standards
• Experience with fundraising an asset

• Outstanding interpersonal skills and the ability to inspire confidence and trust amongst all stakeholders, vendors, clients
• Excellent organizational skills in order to meet time demands and multiple duties
• Demonstrated ability to work independently and as part of a team environment
• Clear criminal records background check

We offer:
• Competitive compensation
• Flexible work schedule
• Health benefits package
• Paid vacation
• Pension plan
• Wellness days
• An opportunity to make a difference in the lives of pets, people and communities.

How to Apply
Please submit your cover letter and resume **(in one PDF document)** in confidence to ***recruitment@niagaraspca.com*** before **September 20, 2025 (or until filled)** to ensure full consideration of your application. Please add your salary expectations in your cover letter, and use "Director of Finance and Administration" as the subject line of your email. The Niagara SPCA and Humane Society thank all applicants for their interest however, only those selected for an interview will be contacted.

The successful candidate will need to undergo a Police check and provide a driver abstract.

At the Niagara SPCA and Humane Society, we are an equal opportunity employer and committed to fostering a diverse, equitable, inclusive and belonging workplace. Applicants from all backgrounds, including those from underrepresented and diverse groups, as well as individuals of all abilities, are encouraged to apply. If you require accommodation during the recruitment process, please let us know at ***recruitment@niagaraspca.com***, as we value and prioritize the needs of all candidates.