

JOIN US IN MAKING A DIFFERENCE

Seeking Treasurer for our volunteer Board of Directors



November 2025

We are currently seeking a motivated individual to fill the role of Treasurer on our volunteer Board of Directors. This position plays a crucial role in ensuring the financial health of our organization and strengthens our commitment to the research and education communities that we support.

The Algonquin Wildlife Research Station (AWRS), established in 1944, is a Canadian charitable organization (Charity Registration #812382869) located in the heart of Algonquin Provincial Park. Our vision is to be a leader in wildlife research through experiential learning. We are dedicated to our goals—to inspire, to educate, and to conserve—while cultivating passion for the natural world through a culture of field-based learning. Wildlife and ecological research hosted at the AWRS has resulted in 900+ peer-reviewed scientific publications and hundreds of student theses. The purposes of the AWRS are:

1. To operate and maintain a facility providing meals and overnight accommodations, laboratory spaces, and access to remote field sites to a wide range of professionals conducting short- and long-term scientific studies of the fauna and flora of Algonquin Provincial Park.
2. To advance education and training by hosting field courses, professional development and special interest workshops, and experiential educational programs that provide training in wildlife research and the natural sciences.
3. To undertake activities ancillary and incidental to the attainment of the above-mentioned purposes.

The AWRS is governed by a volunteer Board of Directors and is primarily funded by user fees, wage subsidy programs, and donations. The AWRS operates on an annual operational budget of approximately \$300,000 and has shown positive financial trends over the past 10 years. The AWRS holds no debts or loans and has a good credit history.

What we're looking for

The Treasurer is a vital role that supports our ability to oversee finances; maintain financial responsibility, transparency, and compliance with Canada Revenue agency requirements for charities; and ensure every dollar goes as far as possible toward advancing our goals. We are in search of an experienced accounting professional, or a finance-savvy individual, who is willing to volunteer their time and skills to support our organization. The estimated time commitment is approximately 2–4 hours per month, with increased commitment leading up to and during the tax filing period. Ideally, the successful candidate would have:

- A background in accounting, bookkeeping, or financial management
- Experience with budgeting, financial reporting, and reconciliation
- Familiarity with accounting software (e.g., QuickBooks)
- A passion for giving back to the community
- An interest in nature

What you'll be doing

As volunteer Treasurer, your responsibilities may include:

- Assume a leadership role on board committee or initiatives related to financial matters
- Assisting with reconciling bookkeeping records and overseeing financial matters
- Ensure the financial components of the T3010B Information Return are completed
- Filing annual T3010 Charities returns
- Filing annual HST returns
- Preparing Notice to Reader/Compilation financial statements (fiscal year-end December 31st)
- Assisting with any general accounting, budgeting, and forecasting issues as they arise

We invite candidates to contact the AWRS Operations Manager and/or Chair of the Board to ask questions about the role and better understand our organization and operations. We kindly ask those interested in serving as AWRS Treasurer to send a resume to algonquinwildliferesearch@gmail.com with the title "Treasurer application 2026." Please forward questions to this email or phone us at +1 705-633-5621.

We sincerely thank you for your time and consideration.



Drayke Evans, **Station Manager**
Algonquin Wildlife Research Station



Patrick Moldowan (Ph.D.), **Chair of the Board of Directors**
Algonquin Wildlife Research Station