



73 Tacoma Drive, Suite 802
Dartmouth, Nova Scotia
B2W 3Y6

Phone: 902•463•9179
Fax: 902•704•5086

Treasurer Board Member

Dartmouth Learning Network (DLN) is looking for a community-minded Accountant/CPA to join our volunteer board of directors.

DLN is a non-profit organization that provides opportunities for adults and their families to gain the essential skills necessary to live and work in a modern economy. Our vision is one where everyone has the skills they need to achieve their learning and career goals.

The treasurer position is responsible for providing general oversight of DLN's ongoing financial management. They advise the board of directors on the organization's financial position, compliance requirements and financial policies. They also work with the executive director to review draft financial reports

While we want to prioritize finding a candidate from our community (Dartmouth and the wider HRM) the duties of the position can mostly be done remotely.

The Ideal Candidate will have:

- Experience in accounting, strategic planning and business operations.
- Experience with non-profit organizations, board membership and education would be an asset but not required
- An interest and commitment to the organization's mission and values and to attending monthly meetings

Duties and Responsibilities

- Participate in strategic planning and policy development.
- Oversight of financial management practices and policy compliance.
- Provide financial advice to the board and executive director.
- Attend, prepare and participate in six board meetings a year (some virtual)
- Keep the board up-to-date on the financial position of the organization and monthly reports

To reply to this opportunity, please submit a letter of interest and CV to Dartmouth Learning Network: Email: executivedirector@dartmouthlearning.net

Or call DLN at 902-463-9179 for further information.