



Rooftops Canada
Abri International

Rooftops Canada – Abri International
33 Bloor Street East, 5th Floor
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Position: Director, Finance and Operations (full-time)

Location: Toronto, Ottawa or Montreal (hybrid/remote)

Application Deadline: March 8, 2026

Rooftops Canada – Abri International is the international program of social and cooperative housing organizations in Canada. We work with Canadian and international organizations to improve housing conditions, build sustainable communities and develop a shared vision of equitable global development. For over 40 years, we have worked with innovative housing partners across 38 countries, towards a world where everyone has a secure place to live in peace and dignity. Our work is grounded in human rights principles and focused on advancing models that prevent displacement and support inclusive, community-led approaches to tenure security and local economic development.

Position Overview

The Director, Finance and Operations provides leadership and oversight of Rooftops Canada's financial and operational functions, ensuring organizational sustainability, accountability and strong internal systems. Reporting to the CEO and working closely with the Board of Directors, programs staff, and international partners, this role leads financial planning, reporting, compliance, and operational processes that support Rooftops Canada's mission and long-term growth.

The Director oversees all core financial functions, including budgeting and forecasting, financial reporting and analysis, banking and international fund transfers, payroll and human resources administration, and project-based financial management, consistently applying institutional donor requirements across complex, multi-country partnerships. The role ensures accurate, timely and compliant accounting practices, business systems, and internal controls.

This position requires a high degree of autonomy and the ability to collaborate effectively across teams, cultures, and time zones. Occasional international travel (one trip every one to two years) may be required.

Primary Responsibilities

General Operations and Financial Management

- Maintain accurate and complete financial records in the organization's accounting system, in collaboration with the external bookkeeper.

- Manage accounts payable and receivable, including receiving and recording incoming funds, bank deposits, preparing monthly revenue reconciliation and tax receipts; and receiving and verifying accounts payable, coding expenses, and working with external bookkeeper to ensure accurate, well-documented accounting records and quarterly financial statements.
- Analyze revenue, expenses, cash flows, and balance sheets to support decision making.
- Process bank deposits, payment requisitions, and statutory filings such as HST returns.
- Manage payroll and benefits with external service providers, as well as process Records of Employment (ROE) and other mandated documentation.
- Lead the annual organizational budget process, in collaboration with the CEO.
- Prepare monthly and quarterly management reporting and lead forecasting activities.
- Support annual organizational audits. This includes coordinating with external auditors and preparing all documentation with the external bookkeeper, ensuring timely year-end financial statements and CRA filing.
- Prepare and present financial reporting to the CEO and Board, as required.

Donor Financial Management and Compliance

- Manage financial oversight of projects, with a focus on Global Affairs Canada (GAC) agreements, across the full project lifecycle, including budgeting, monitoring, analysis and reporting.
- Ensure compliance with donor agreements and Rooftops Canada's policies.
- Lead the preparation, review, and consolidation of donor budgets, forecasts, financial reports, and budget revisions.
- Monitor expenditures against approved budgets, analyze variances, and work with programs team and local implementing partners to recommend actions, where needed.
- Ensure timely, accurate submission of donor financial reports and supporting documentation.
- Record and report on in-kind contributions based on qualified volunteer (e.g. technical advisors) time sheets.
- Support grant close-out process, including final financial reporting and reconciliations.
- Ensure compliance with donor (e.g. GAC) guidelines and policies, including eligibility of costs, procurement, and financial controls.
- Maintain strong documentation and audit trails aligned with GAC/other donor requirements.
- Support internal and external project audits, including preparation of documentation, coordination with local implementing partners, and follow-up on audit findings.
- Identify financial and compliance risks and work with staff and partners to mitigate them.

Capacity Building & Internal Support

- Provide guidance and training to relevant staff on donor financial requirements, particularly related to GAC compliance.
- Act as a key internal resource on grant finance and compliance questions.
- Support a culture of accountability, transparency, and strong financial stewardship within the organization.
- Other related duties, as required.

Professional Qualifications

General Operations and Financial Management

- A minimum of five years of progressive experience and strong understanding of accounting principles and financial controls, ideally in a non-profit environment.
- Demonstrated experience using accounting systems (Rooftops Canada uses NewViews, with the possibility of transitioning to QuickBooks).
- High proficiency in Excel and experience working with financial and reporting systems
- Demonstrated experience with payroll principles, administration and systems.
- Understanding of budgeting, forecasting and financial reporting processes.
- Ability to follow established audit and compliance processes.

Donor Financial Management and Compliance

- A minimum of five years of progressive experience in donor budgeting, reporting and compliance, ideally within an NGO or other donor-funded environment.
- Demonstrated experience managing complex, multi-year, multi-country grants and contribution agreements with institutional donors.
- Strong familiarity with GAC financial requirements; experience with other institutional donors is an asset.
- Proven experience preparing and monitoring project budgets, forecasts, and financial reports.

Education and other Skills

- Post-Secondary education in relevant discipline, such as accounting, finance, or business.
- Strong analytical, numerical and problem-solving skills
- Excellent computer literacy, including MS Office (Outlook, Word, Excel)
- Strong planning, organization, and time management skills, and ability to meet deadlines.
- High level of integrity and professionalism when handling financial information.
- Ability to support non-financial colleagues in understanding financial information.
- Demonstrated capacity to work independently and in a team environment, both in-person and remotely.
- Professional fluency in English is required. French is an asset.
- Interest and/or experience in co-operative and community housing an asset.

Compensation: This is a salaried position at \$80,000-\$85,000 per annum. A comprehensive benefits package including insurance and RRSP contributions is offered.

To Apply: Candidates must be eligible to work in Canada and reside in the Toronto, Ottawa or Montreal area (other locations may be considered as needed). Interested candidates should submit a cover letter and resume by email to: jobs@rooftops.ca by **March 8, 2026**. Please indicate your name and "Director, Finance and Operations" in the subject line. We thank all applicants for their submissions however, only candidates selected for an interview will be contacted.