



Rooftops Canada
Abri International

Rooftops Canada – Abri International
33 Bloor Street East, 5th Floor
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Position: Finance and Operations Manager

Position Type: Full-time contract position through March 31, 2027, with potential for renewal

Location: Anywhere in Canada (hybrid/remote)

Application Deadline: March 29, 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 Finance and Operations Manager leads Rooftops Canada's financial management, operational systems, and donor compliance, ensuring strong stewardship of resources and sustainable organizational growth. 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 role requires experience managing donor-funded projects and financial reporting in a non-profit or international development environment.

The Finance and Operations Manager 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 multi-year, multi-country projects. 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 with international partners. Occasional international travel may be required (e.g. one trip per year).

Who This Role Is Ideal For

This role is well suited to a finance professional who enjoys working in a small, mission-driven organization and has experience managing donor-funded international development projects. The successful candidate will be comfortable working independently while collaborating closely with program staff and international partners.

Primary Responsibilities

General Operations and Financial Management

- Oversee the planning and execution of all financial and operational activities and budgets
- Under guidance from the CEO, develop and manage annual and multi-year budgets based on the organization's strategic plan and provide support and guidance to the entire staff team.
- Alongside the CEO, serves as the primary contact for legal representatives, ensuring the organization meets all obligations including tax and legislation compliance in operations and contract/policy development.
- Responsible for collection, remittance, and reporting of statutory obligations and coordination with auditors.
- Maintain accurate and complete financial records and oversee accounts payable/receivable in collaboration with the external bookkeeper.
- Analyze revenue, expenses, cash flows, and balance sheets to support decision making.
- Process bank deposits, payment requisitions, and statutory filings (e.g. HST returns).
- Manage payroll and benefits with external service providers and process all mandated documentation (e.g. ROEs)
- Prepare monthly and quarterly management reporting and lead forecasting activities.
- 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 Government of Canada (e.g. Global Affairs Canada) agreements, across the full project lifecycle, including budgeting, monitoring, analysis and reporting.
- Ensure compliance with donor agreements (particularly GAC), including eligibility of costs, procurement requirements, financial controls, and documentation standards.
- 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 implementing partners to recommend actions, as needed.
- Ensure timely, accurate submission of donor financial reports and supporting documentation.
- Support grant close-out process, including final financial reporting and reconciliations.
- Maintain complete audit trails and support organizational and project audits.
- Identify financial and compliance risks and work with staff and partners to mitigate them.
- Act as a key internal resource on grant finance and compliance questions.
- Support a culture of accountability, transparency, and strong financial stewardship.

Professional Qualifications

General Operations and Financial Management

- Five to ten years' progressive experience and strong understanding of accounting principles, financial controls, and reporting standards (GAAP) 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

- Five to ten years' progressive experience in donor budgeting, reporting and compliance, within an NGO or other donor-funded environment.
- Demonstrated experience managing complex, multi-year, multi-country grants and contribution agreements with institutional donors.
- Familiarity with GAC financial requirements or other institutional/government donors.
- 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.
- Interest and/or experience in co-operative and community housing is an asset.
- Professional fluency in English is required. Fluency in French is an asset.

Compensation: The salary range for this role is between \$80,000-\$85,000 per annum, commensurate with experience. Rooftops Canada offers a comprehensive benefits package including health and dental benefits and an RRSP contribution.

To Apply: Candidates must be eligible to work in Canada. Interested candidates should submit a cover letter and resume by email to: jobs@rooftops.ca by **March 29, 2026**. Please indicate your name and "Finance and Operations Manager" in the subject line. We thank all applicants for their submissions, however, only candidates selected for an interview will be contacted.

Rooftops Canada is committed to fostering an inclusive culture and diverse workforce that reflects the richness of our communities. We encourage applications from individuals of all backgrounds, including people of all gender identities and expressions, First Nations, Inuit, and Métis peoples, persons with disabilities, and members of racialized communities who have historically been underrepresented in the Canadian workforce. We welcome applications from all qualified candidates.