



1 St. Clair Ave West, Suite 300  
Toronto, ON M4V 1K6

## JOB POSTING: Director, Finance

---

**Are you an experienced financial leader who thrives on building strong systems, clear insights, and strategic advice for senior leaders?** Capitalize for Kids (C4K) is seeking a thoughtful and results-oriented Director, Finance to shape and steward the organization's financial foundation in a dynamic, growth-oriented environment. This role is critical to ensuring financial integrity, supporting sound decision-making, and enabling sustainable growth in support of our mission.

This role is ideal for someone who is both strategic and hands-on. You are comfortable moving between day-to-day financial operations and high-level analysis, leading budgeting and cash flow planning, advising senior leadership and the Board, and strengthening the controls and systems that support organizational performance.

By joining our team, you will support impactful work to help make the mental health system work better for kids and families across Canada.

If you're passionate about purpose-driven work and want to join a dynamic team that achieves ambitious goals while valuing fun, health, and wellness, this is the perfect opportunity for you!

### THE OPPORTUNITY

Reporting to the President & CEO, this newly created role carries broad responsibility for C4K's financial operations, including full-cycle accounting and financial reporting, budgeting and planning, internal controls and risk (including technology and privacy), payroll, audit and tax, and financial support for fundraising.

The Director will be a key contributor to C4K's mission to strengthen the child and youth mental health sector by ensuring financial integrity, operational efficiency, effective risk mitigation, and sustainable organizational growth.

This is a hands-on leadership role that moves fluidly between day-to-day transactional work and high-level strategic analysis and planning, shaping the financial foundation of a dynamic, growing organization making a meaningful difference for kids and families across Canada.

### ABOUT CAPITALIZE FOR KIDS

Capitalize for Kids is a national charity dedicated to making the community child and youth mental health system work better for kids and families, so more children and youth can access urgent and expert mental health care.

Right now, 1.2 million children and youth in Canada are experiencing a serious mental health concern, yet less than 20% can access the support they need. Community child and youth mental health agencies are underfunded, fragmented, and struggling to keep up with demand. C4K exists to help change that.

Fuelled by philanthropy, Capitalize for Kids is the only charity in Canada providing free consulting services and financial support to community child and youth mental health agencies through our Impact Team. By solving

complex problems with our partners and sharing what works, we scale solutions across the sector so more kids can thrive.

Our work focuses on four key areas:

- **Making Care Possible:** Removing barriers and improving efficiencies to help agency partners serve more kids and families.
- **Improving Care with Data:** Supporting agencies to harness the power of data, implement digital tools that track progress, provide insights, and improve outcomes for kids.
- **Opening Doors to Care:** Addressing fragmentation by helping regions build coordinated access systems so children, youth, and families can find the help they need faster.
- **Reimagining Care:** Co-designing and launching new models of care to keep pace with the evolving needs of young people.

The Director, Finance anchors this work with sound financial stewardship.

## KEY DUTIES AND RESPONSIBILITIES

1. Financial Accounting & Management
  - Supervise and review the work of the part-time Bookkeeper, including transaction entry and coding, accounts payable and receivable processing, bank reconciliations, and payroll.
  - Ensure timely month-end close, financial reporting and analysis to the Senior Leadership Team (SLT), Finance & Audit Committee, and Board.
  - Configure and maintain financial systems (primarily QuickBooks Online or "QBO") for accurate fund accounting, restricted donation tracking, and management reporting.
  - Ensure compliance with ASNPO accounting standards, including accurate deferred revenue recognition and fund accounting.
  - Continuously strengthen and improve internal controls, operational efficiency, and financial policies.
  - Prepare additional financial reports for donor stewardship and Board governance as required.
2. Budgeting & Cash Flow Management
  - Lead multi-year budget development and planning in collaboration with the CEO, Chief Development Officer and Chief Impact Officer.
  - Track and report on budget vs. actual performance for each line of business, revenue stream, and organization-wide.
  - Provide monthly cash flow forecasts and short-term investment recommendations to maximize return on capital.
3. Compliance, Audit & Tax
  - Prepare year-end audit working papers, financial statements, and supporting documentation; act as primary liaison with external auditors.
  - Ensure compliance with all legislative, regulatory, and contractual requirements, e.g., annual corporate returns, income tax (T3010, 1044, T2), HST remittances and rebate claims, payroll tax remittances, and year-end T4 preparation.
  - Stay current with Charities Directorate/CRA guidelines; monitor financial metrics against best practices and industry standards.
  - Prepare and present monthly and quarterly financials to the SLT, Board of Directors and Board Committees.

- Serve as primary staff partner to the Chair of Finance & Audit Committee, providing clear and timely information to support effective governance.
4. Fundraising Operations
    - Work closely with the Revenue Generation team to track, reconcile and report on fundraising progress.
    - Establish appropriate controls and procedures for donation deposits and tax receipting, ensuring compliance with CRA regulations.
    - Manage tracking and spending of restricted donations, ensuring compliance with donor agreements and reporting requirements.
    - Develop financial models and cost allocations to assess cost-per-dollar, mission spend and other financial metrics as required.
  5. Risk Management
    - Leading financial risk management, and in partnership with the CEO, assisting with the organization enterprise risk management approach, including policy development and controls adherence.
    - Oversee, in collaboration with the Chief Information Security Officer, the implementation of C4K's cybersecurity action plan and track cybersecurity risks.
    - Oversee the implementation of system upgrades and improvements to mitigate cybersecurity risks.
    - Coordinate with internal leads and external vendors to support implementation of the system upgrades and improvements.
  6. Board & Committee Reporting
    - Prepare and present monthly financial reports, analysis and insights to the Senior Leadership Team and Finance & Audit Committee.
    - Attend Finance & Audit Committee and Board meetings, providing relevant materials to support financial governance and oversight.
  7. Leadership
    - Directly supervise, mentor, and support the part-time Bookkeeper; ensuring strong performance, accountability, and work quality.
    - Advises the CEO and Audit Chair on financial strategy, reserves, resource allocation and long term planning to ensure C4K meets its strategic imperatives.
    - Advises Chief Impact Officer and Chief Development Officer as needed.
    - Participate in SLT meetings.
    - Provide professional guidance, mentorship, and support to C4K staff.
    - Foster a culture of collaboration, accountability, and high achievement.
    - Serve as a credible and confident ambassador for C4K's mission, vision, and values.

Performs other related duties as assigned, consistent with the scope of this role.

#### **REQUIRED EXPERIENCE & COMPETENCIES**

- Exceptional organizational skills with the ability to manage multiple priorities and competing deadlines with a high degree of accuracy
- Strong interpersonal and communication skills (verbal and written), with the ability to engage effectively across all levels of the organization
- Self-directed and highly organized; able to work independently and as part of a collaborative team

- Flexible and responsive, including availability for some evenings and weekends as needed
- Committed to equity, inclusion, and making a positive difference
- An entrepreneurial mindset and strong service orientation — a bold thinker willing to take initiative and learn from setbacks
- High emotional intelligence, intellectual curiosity, and a collaborative approach to decision-making
- Strong ethical values and a commitment to transparency and confidentiality
- The ability to earn trust quickly and build consensus across diverse groups
- A balanced ability to master detail while thinking and acting strategically
- A personal motivation aligned with C4K's mission - success for the organization, the communities served, and the children and families who depend on that work
- Proficiency in:
  - MS Office365 (Excel, Word, PowerPoint)
  - QuickBooks Online
  - Raiser's Edge or similar donor database management system
  - Excellent knowledge of not-for-profit accounting standards, CRA requirements, and Board reporting
- Beneficial assets:
  - Experience overseeing financial systems and technology vendors with an understanding of cybersecurity controls, plus data protection practices
  - Experience using AI tools to increase efficiency

## EDUCATION & EQUIVALENT EXPERIENCE

- Relevant university degree
- CPA designation (or equivalent)
- Minimum 7 years' financial management experience, including at least 3 years in the charitable or not-for-profit sector
- Prior experience in a management or leadership role is preferred

## WORK ENVIRONMENT AND REQUIREMENTS

- Hybrid work model: primarily office-based 3 days per week, with occasional onsite support as needed at key events.
- Periodic increased workload or tight deadlines during audit, budgeting and post event cycles.
- Work is performed in a climate-controlled office. Minimal exposure to undesirable conditions.

## FOR MORE INFORMATION

Interested candidates should send their resume to [mariana@capitalizforkids.com](mailto:mariana@capitalizforkids.com) by **end of day Monday, June 29, 2026**, with the subject line "JOB POSTING: Director, Finance". Please include a cover letter outlining your interest in the role and explain how your skills and experience make you a strong candidate for this position.

Capitalize for Kids welcomes and encourages applications from all qualified individuals including, but not limited to women, Indigenous persons, racialized persons, persons with disabilities and persons of all sexual orientations and/or gender identities.

Capitalize for Kids is an equal opportunity employer and is committed to an inclusive, barrier-free recruitment and selection process. Accommodations are available on request for candidates taking part in all aspects of the interview process."

**Compensation and Benefits:**

This role offers a salary range of \$128,500 to \$161,000 per year, commensurate with experience, with a comprehensive benefits package.