



Director, Finance & Operations

BGC Canada is seeking a full-time, permanent Director, Finance & Operations to join BGC's leadership team. Reporting to the CEO, this role is accountable for the financial stewardship, operational effectiveness, and risk management of the organization.

About BGC Canada (formerly Boys and Girls Clubs of Canada)

For over 125 years, BGC Canada has created opportunities for millions of Canadian kids and teens. As Canada's largest child and youth-serving charitable and community services organization, our Clubs open their doors to young people of all ages and their families at 635 locations nationwide. Positive relationships. Essential programs. Opportunity changes everything. Learn more at bgccan.com and follow us on social media @BGCCAN.

About the Role

The Director provides strategic leadership to finance and operations while delegating day-to-day execution to specialist staff. You are the organization's senior financial leader and steward of financial integrity. You ensure that BGC Canada's resources are managed responsibly, transparently, and in alignment with our mission. The position serves as the primary liaison to the Board, Finance & Audit Committee, auditors, funders, and regulatory authorities and protects the organization's financial credibility and sustainability. This role ensures financial integrity, regulatory compliance, strong internal controls, and reliable operational systems that enable mission delivery.

Specific responsibilities for this role:

- ***Governance & Financial Stewardship***
 - Serve as the staff lead to the Executive Team, Finance & Audit Committee, Board of Directors, Foundation Trustees, and Investment Committee (as applicable)
 - Present clear and accessible quarterly and annual financial reports to the Board
 - Ensure compliance with CRA regulations, charitable law, funder agreements, and Accounting Standards for Not-for-Profit Organizations (ASNPO), including fund accounting
 - Maintain and regularly update the organizational risk register
 - Approve payments, payroll, and journal entries in accordance with the approval framework

- ***Financial Planning & Strategic Insight***
 - Translate strategy into sustainable financial plans. You provide thoughtful analysis that supports informed decision-making and long-term stability.

- Lead the annual budgeting process and consolidated forecasting
 - Develop multi-year financial projections aligned with strategic priorities
 - Oversee liquidity planning and reserve strategy
 - Provide scenario modeling and financial analysis to guide executive decisions
 - Advise the CEO, Board, and Trustees on financial sustainability and risk
- ***Financial Reporting & Internal Controls***
 - Ensure that financial information is accurate, timely, and meaningful, and that strong controls support accountability.
 - Oversee preparation of monthly financial statements
 - Lead quarterly Board reporting packages
 - Oversee annual financial statements
 - Review reconciliations and financial outputs prepared by finance staff
 - Maintain and strengthen internal controls that are appropriate for a lean team structure
 - Ensure clear documentation of finance and operations policies
 - Maintain an effective approval framework with proper segregation of duties
- ***Audit & Regulatory Compliance***
 - Lead the organization through external review processes with confidence and care.
 - Lead the annual external audit process (interim and year-end)
 - Coordinate CRA filings, including T3010 and other statutory reporting
 - Oversee tax filings and regulatory submissions
 - Address audit findings and implement improvements
 - Serve as the primary contact for government monitors and regulators
- ***Operations & Systems Leadership***
 - Provide executive oversight of the systems and infrastructure that allow teams to do their best work
 - Oversee financial and operational systems, including Sage Intacct (or equivalent ERP), Salesforce, payroll systems, and IT infrastructure
 - Maintain alignment between financial data and operational reporting
 - Ensure strong data integrity and access control practices
 - Guide system improvements and roadmap planning
 - Oversee onboarding and offboarding frameworks related to systems access
 - Delegate day-to-day administration to operations staff while maintaining governance oversight
 - Partner with managers across the organization to support consistent, people-centred leadership practices and ensure alignment with HR Committee policies, guidance, and organizational expectations
 - Oversee the organization's performance review process, helping to ensure it is clear, consistent, development-focused, and aligned with individual and organizational goals
 - Oversee equipment logistics to ensure employees have timely access to the tools, technology, and resources they need to work effectively in a hybrid environment
- ***Vendor & External Relationships***

- You maintain strong, trusted relationships with key external partners like External auditors and tax advisors, Banking and investment partners, Insurance providers, Key system and IT vendors, Government funders and financial monitors etc.
 - You act as the escalation point for material financial or operational matters.
- ***People Leadership***
 - Lead a small but essential team and create clarity around priorities, roles, and expectations.
 - Provide direct leadership to the Manager, Accounting & Reporting, Accounting Specialist, and Manager, Operations
 - Set strategic priorities for the department
 - Ensure clear role boundaries and manageable workloads
 - Lead performance development conversations
 - Support workforce planning and succession readiness
 - Foster a collaborative, service-oriented team culture
 - ***Scope of Authority***
 - Financial reporting standards and policies
 - Internal control frameworks
 - Budget oversight and forecasting
 - Systems governance
 - Finance and operations team leadership
 - Escalation of significant financial risks to the CEO and Board

Minimum requirements:

- Bachelor's degree in Accounting, Finance, or related field
- CPA designation
- 7+ years progressive finance leadership experience
- Demonstrated audit leadership experience
- Advanced Excel proficiency
- Sage Intacct or similar ERP experience
- Working knowledge of Salesforce (oversight level)
- Completion of a criminal records check (every 3-year)
- Strong understanding of internal controls and risk management
- Strong organizational skills, and time management
- Strong written and verbal communication skills
- A service orientation with a genuine desire and commitment to help your colleagues, partners, and communities
- Ability to work on a computer for long periods and concentrate, which will require attention to detail and high levels of accuracy

Our Ideal Candidate

- Experience in nonprofit or fund accounting preferred
- Experience with Microsoft 365
- Experience in a charity or not-for-profit organization, ideally in a federated model

- Written and oral French and English fluency

Hybrid Working Environment

The successful candidate can work remotely outside Toronto, Ontario; if in Toronto, they will be expected to work in a hybrid model or full-time out of the national office. When working from home, the incumbent must have a space where they can work comfortably and focus on their tasks. BGC Canada will provide the necessary technology required to get the job done.

How to Apply

If you find this position description interesting and believe your skills and experience align, we encourage you to apply! Please email hr@tandemig.com and send in your cover letter and resume.

BGC Canada is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and other persons from diverse backgrounds. Upon request, we offer accommodations to applicants with disabilities throughout our hiring process.

We thank all applicants for their interest. However, only those under consideration for the role will be contacted.

The salary band for this position starts at \$130,000 plus benefits. Salary will be based on relevant experience related to the role within the salary band for the role.

Application Deadline: March 27, 2026