



Roots of Empathy
Racines de l'empathie

Director of Finance and Administration

Roots of Empathy is an internationally acclaimed and award-winning children's charity, founded in 1996 by Founder/President, Mary Gordon; social entrepreneur, educator, parenting expert, child advocate and best-selling author. The organization and its Founder have received prestigious international and national awards for innovation, including the Governor General's Award for Social Innovation and The Order of Canada.

Roots of Empathy develops empathy in children today so they can build the world that they deserve. We've reached 1.2 million children globally with our elementary school-based programs and we have 2 decades of independent research to prove impact. Our flagship program, Roots of Empathy reduces violence, aggression, and bullying and increases pro-social behavior, while promoting resilience, well-being, and positive mental health in children. The organization also delivers a sister program to Roots of Empathy, called Seeds of Empathy, which is delivered to 3 to 5-year olds in child care centres in Canada, US, and UK.

Our mission is to build caring, peaceful, and civil societies through the development of empathy in children and adults. Our vision is to change the world, child by child. Headquartered in Toronto, Canada, the organization delivers its programs in all ten Canadian provinces and on three continents in multiple languages.

Roots of Empathy is committed to the principles of equity, diversity, and inclusion in all aspects of our organization. We believe we are stronger when we not only celebrate our many differences, values, and voices, but also include them in practice. This means our organization will actively work to understand and remove barriers to equity and inclusion, be they systematic, physical, or otherwise for all employees including our Board of Directors.

Scope of Work

Roots of Empathy is seeking a Chartered Professional Accountant (CPA) with senior leadership experience to join its team as Director of Finance and Administration.

Under the direction of the COO, and in close collaboration with the Senior Management Team (SMT) the Director of Finance and Administration is responsible for supervising all activities related to financial reporting and analysis, budgeting, investment management, business processes/systems, organizational risk assessment, human resources oversight and other aspects of organizational administration. The Director of Finance and Administration also provides leadership to the Finance and Administration team.

Conditions of Employment

This is a Full-time hybrid staff position (5 days a week - 3 days a week in office). The incumbent must be a permanent resident or have Canadian citizenship and ideally be based in Toronto.

Benefits available for this position

- Salary Range \$105,000 to \$120,000
- Extended health, pharmaceutical, and dental coverage
- Life and disability insurance
- Defined contribution pension plan
- Hybrid work arrangement
- 15 paid vacation days
- 5 set days paid – National Truth and Reconciliation Day, Play Day and Winter Holiday closure

Mandate of the Director of Finance and Administration:

Financial Management and Regulatory Compliance

- Lead all organizational processes related to budgeting, financial reporting, and investment management;
- Supervise the finance team
- Delivering financial reports to the CEO and COO
- Ensure all expectations for financial reporting (management, Board, funders, and the general public) are met;
- Liaise with external auditors, negotiating the audit terms, and ensuring the implementation of annual Canadian and International audits and compliance with all federal, provincial and municipal regulations
- Work with COO on ensuring excellence in financial control and accounting, and compliance with regulatory standards;
- Use various financial models and analysis to measure the potential impact of various risks on the Roots of Empathy's financial sustainability such as changes in funding, regulatory compliance, reputational risks, and programmatic risks;
- Provide regular updates to the CEO and COO on the organization's risk profile, including the current risk exposures, trends, and mitigation efforts;
- Present annual audit reports to the Board
- Monitor and report on Roots of Empathy's financial performance, including investment returns and other key financial metrics, to inform decision-making and ensure transparency;
- Support organizational fundraising and proposal development;
- Remain abreast of sector best practices and overseeing the development, improvement and updating financial policies and procedures as needed;
- Oversee on-boarding and training to Roots of Empathy finance team;
- Ensure the organization maintains a rigorous control of systems for the receipt, accounting and disbursement of donations and gifts in-kind;
- Delivers annual presentation to the Roots of Empathy Boards of Directors

Human Resources, IT and Administration

- Oversee all HR functions including compensation and benefits, payroll, employee files, employee contract management, training and recruiting
- Ensure that recruiting processes are consistent, streamlined and aligned with our commitment to diversity, equity and inclusion.
- Participate in joint health and safety committee

- Work closely and transparently with all external partners including third-party vendors and consultants
- Work with COO on managing purchasing and inventory control to ensure efficient and consistent operations
- Work with COO in overseeing the annual insurance renewal process and ensure appropriate coverage is maintained at all times
- Work with COO in overseeing the IT department

Leadership

- Supervise and provide coaching, guidance and support to Finance and Administration team
- Work with CEO and COO on developing goals, policies, and operational procedures that are fully aligned with the Roots of Empathy mission and strategy

Experience/Qualifications

- Bachelor's degree in accounting, finance or relevant field and professional accounting designation (CPA) in good standing
- Extensive experience with financial reporting guidelines for charities, GAAP, and CRA regulations and guidelines.
- At least five (5) years (or equivalent) of progressive senior leadership experience in a not-for-profit setting
- At least five (5) years of experience in a charitable not-for-profit environment developing and administering all aspects of financial services including budget preparation, funder reporting, monthly and quarterly financial analysis, payroll, accounts payables and receivables, audits, financial policies and procedures and other related functions.
- Solid understanding of the legal, fiscal and regulatory environment in which charitable organizations operate
- Experience working with accounting software such as Quickbooks Enterprise, Quickbooks Online, ADP, OnPay, WFN, and other
- Experience with software transition and integration
- Expert Microsoft Excel skills required to analyze and summarize data
- Excellent at communicating complex financial statements and budgets in accessible language to groups both with and without formal financial training
- Experience conducting financial analysis and reporting for multi-year budgets with multiple and highly diverse income streams and expense categories.
- Experience preparing financial reporting for provincial and federal government, philanthropic and other institutional donors in Canada and abroad.
- Oral and written fluency in English is essential

HOW TO APPLY

Please send your resume and cover letter to jobs@rootsofempathy.org

Roots of Empathy is an equal opportunity employer and is fully compliant with the Accessibility for Ontarians with Disabilities Act (AODA). Please email jobs@rootsofempathy.org, should you require accommodations during the application process.