



Job Posting

Title: Director of Finance and Administration

Reports To: Executive Director

Job Type: Temporary Part-Time (0.60 FTE)

Job Term: August 17, 2026 to December 17, 2027

Job Location: Onsite in Ottawa, ON

of Vacancies: 1

Application Deadline: June 28, 2026

Company Description

The Canadian Paediatric Society is a national advocacy association that promotes the health needs of children and youth. Founded in 1922, the CPS represents more than 3,000 paediatricians, paediatric subspecialists and other child health professionals across Canada.

Role Description

As Director of Finance and Administration, you will provide executive-level financial and operational leadership to the Canadian Paediatric Society, supporting its mission to improve the health and well-being of children and youth. Reporting to the Executive Director, you will lead financial planning, reporting, risk management, and core administration for both the CPS and Healthy Generations in a flexible part-time role offering meaningful impact and senior-level influence.

Responsibilities

Strategic Financial Management

- Lead budgeting, forecasting, financial analysis, and cash flow management to support strategic decision-making.
- Oversee month-end, quarter-end, and year-end processes, including financial statements, variance reporting, audit preparation, and tax filings.
- Ensure compliance with not-for-profit accounting standards and maintain strong financial controls, systems, and reporting integrity.
- Serve as a trusted advisor to the Executive Director, Board of Directors, and operational leaders on budgets, contracts, investments, and expenditure planning.
- Act as the primary liaison with auditors, financial institutions, and investment advisors.
- Support the financial planning, budgeting, and implementation of CPS programs and projects, including reporting to government or industry funders.
- Supervise and mentor finance team members while identifying opportunities to improve financial performance and organizational sustainability.

Human Resources

- Review biweekly payroll and monthly group benefits and pension reporting.
- Provide operational leadership on HR matters, including employment contracts, personnel files, and annual compensation review.
- Oversee administration of the group benefits program, pension plan, and leave tracking system, including liaison with service providers.
- Produce HR-related reporting for senior leadership as needed.

Information Technology, Risk Management and Legal

- Oversee the organization's information technology and cybersecurity needs in partnership with external service providers.
- Lead the organization's risk management process, with accountability for financial and operational risk mitigation.
- Oversee corporate insurance renewal, contracts, lease agreements, and key vendor relationships.
- Ensure compliance with financial and administrative policies, relevant legislation, and other legal requirements.

Healthy Generations, the foundation of the Canadian Paediatric Society

- Provide financial, budgetary, information technology, and administrative oversight for Healthy Generations.
- Present regular financial updates to the Healthy Generations Board of Directors to inform decision-making.

Qualifications

Required

- University degree or postgraduate qualification in accounting.
- CPA designation.
- 10+ years of progressive finance experience, including at least 5 years in a senior leadership or management role.
- Strong expertise in financial reporting, budgeting, compliance, and strategic planning.
- Excellent communication and presentation skills, particularly with senior leadership and boards.
- Experience in a not-for-profit, association, or member-based organization.

Preferred

- Experience with government funding contracts and reporting.
- Knowledge of HR and IT administration in a small- or medium-sized non-profit environment.
- Experience with QuickBooks Online.

Compensation

- Competitive salary starting at **\$61.50/hour**.
- Prorated vacation entitlement, plus **additional paid time off** during the December holidays office closure.
- Option to participate in a **defined benefit pension plan** and comprehensive **health benefits**.
- Excellent work-life balance, with a minimum of **22.5 paid hours each week** and the option to work additional hours for special projects.
- Free onsite parking.

Ready to apply?

If you are an experienced finance leader inspired by meaningful work and looking for a flexible, high-impact temporary opportunity, we would be pleased to hear from you. Please send your cover letter and resume by **June 28, 2026** to Liz Nye, Director of Finance and Administration, at lizn@cps.ca.

Note: *Artificial intelligence will not be used by CPS in the screening or selection process. All applications will be reviewed personally.*