



Director, Corporate Services

Reports to: Executive Director

Do you want to be part of a dynamic team that makes a difference in the lives of children and families in Ottawa? If you want to start your journey and join a supportive and dynamic team that helps families grow and thrive, then we want to hear from you!

About Mothercraft

Mothercraft Ottawa is a non-profit multifaceted family support agency offering a wide array of programs for children and families from pregnancy to school age. Mothercraft has been supporting and meeting the needs of families and care providers in our community since 1944.

We offer early learning programs and services that support childhood development and licensed childcare programs for children aged 6 weeks to 12 years. Mothercraft Ottawa's childcare programs are provided in a centre, in a school or in a caregiver's home and are available throughout the year.

We offer a comprehensive range of support services for parents, including prenatal classes, birth companion support, drop-in play groups and parenting workshops. As an EarlyON Child and Family Centre, we offer programs and workshops that support parents and caregivers in all aspects of early child development.

Role Summary

The Director, Corporate Services is responsible for the overall leadership and management of the organization's financial, administrative, information technology, and facility operations. Reporting directly to the Executive Director and working closely with the Board of Directors, this role ensures the effective delivery of accounting, payroll, budgeting, reporting, and operational services in compliance with organizational policies, regulatory requirements, and industry best practices.

The Director, Corporate Services provides strategic and operational leadership to Corporate Services staff while supporting a safe, efficient, and professional environment for employees, clients, families, service providers, and community partners.

Key Responsibilities

Financial Management & Reporting

- Oversee all accounting operations and ensure accurate, timely processing of financial transactions and payroll.
- Maintain complete and accurate accounting records for all organizational activities.
- Prepare monthly financial statements, variance analyses, annual budgets, and financial forecasts.
- Monitor program budgets and provide financial guidance to leadership and management teams.
- Prepare and submit reports to funding agencies and regulatory bodies in a timely manner.



- Manage accounts payable, accounts receivable, bank reconciliations, and year-end financial processes.
- Coordinate annual audits and prepare audit working papers and supporting documentation.
- Administer payroll, including T4 and T4A preparation and compliance with Employment Standards legislation.
- Oversee agency banking activities and insurance programs, including liability, property, and related coverage.

Operations & Administration

- Lead and oversee administrative operations, reception, IT support, facilities maintenance, accounting, and related staff, including:
 - Ensure efficient building operations, maintenance services, repairs, security, and contractor management.
 - Manage purchasing processes, vendor relationships, service agreements, and contract negotiations.
 - Direct the administration, security, backup, and maintenance of organizational information systems and software.
 - Recommend improvements to accounting systems, technology infrastructure, and operational processes.

Leadership & Governance

- Supervise, mentor, and evaluate staff within the Corporate Services division.
- Support organizational leadership by contributing to strategic planning, policy development, and operational decision-making.
- Participate actively on the Board's Finance and Audit Committee.
- Provide operational leadership in the absence of the Executive Director, in collaboration with the Management Team.
- Maintain confidentiality and proactively identify and mitigate operational and organizational risks.
- Promote a professional, respectful, and collaborative workplace culture.

Qualifications & Experience

- CPA, CGA Level 4, or equivalent accounting designation.
- Minimum 3 years of senior-level accounting or financial management experience in a supervisory/leadership role.
- Strong knowledge of accounting principles, payroll administration, budgeting, and financial reporting.
- Experience with Sage and Microsoft Office Suite (Excel, Word, Outlook, PowerPoint).
- Working knowledge of Employment Standards legislation.
- Excellent organizational, analytical, problem-solving, and decision-making skills.
- Proven ability to manage multiple priorities, meet deadlines, and work effectively in a fast-paced environment.
- Demonstrated professionalism, integrity, discretion, and sound judgment. Valid First Aid and CPR Level C certification required.
- Satisfactory Vulnerable Sector Police Check required.
- Fluency in English required; French considered an asset.
- Experience in non-profit organizations and IT management considered assets.



Work Environment

- Fast-paced office environment with frequent interruptions and competing priorities.
- Extended periods of sitting and computer work.
- Frequent interaction with employees, families, service providers, contractors, and the public.
- Exposure to diverse environments and potential workplace health risks.

What We Offer

- Competitive hourly rate starting at \$42.15; 37.5 hours per week
- Comprehensive group insurance benefits, health spending account, employee assistance program, and generous leave programs
- Office closure between Christmas and New Year's (paid time)
- Supportive, collaborative and inclusive work environment
- Casual dress code
- On-site parking

How to Apply

- Send your resume and cover letter to: nina.ianni-alice@mothercraft.com by June 26, 2026.
- Only candidates chosen to participate in the interview process will be contacted.

Mothercraft Ottawa is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Mothercraft Ottawa will make accommodations available to applicants with disabilities upon request during the recruitment process.

Mothercraft Ottawa strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, Mothercraft Ottawa will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.