

JOB POSTING: FINANCE & OPERATIONS ADMINISTRATOR

ORKIDSTRA | JUNE 2025

Short Description

The Finance & Operations Administrator plays a key role in executing day-to-day financial processes, supporting HR coordination, and overseeing systems and governance activities. This role is ideal for a detail-oriented, mission-driven professional eager to grow with the organization while helping to ensure its smooth, secure, and values-aligned operations. The successful candidate will have a strong foundation in finance and administration, excellent organizational skills, and at least three years of experience in a similar role, ideally in a non-profit or charitable setting. This position offers the opportunity to make a meaningful impact by supporting operational excellence and financial stability.

Leadership Potential & Growth Opportunity

This position is ideal for someone who is energized by the opportunity to grow. If you bring strong initiative, reliability, and enthusiasm, **there is strong potential for early progression into a more senior role.** OrKidstra is committed to nurturing leadership through mentorship, professional development, and increased responsibility as trust and capacity are built.

Work Type

This is primarily a work-from-home position, with some work and meetings held at the OrKidstra head office and other locations around Ottawa.

Working Environment

The successful candidate will be based in the National Capital Region. This full-time position requires access to suitable work-from-home space and a reliable vehicle for travelling within the city for meetings and occasional events.

Work is typically scheduled Monday to Friday from 8:30 AM – 4:30 PM, with some flexibility required for program support and occasional special events on evenings and weekends. OrKidstra's head office is located at 211 Bronson Ave., Ottawa, Ontario.

About OrKidstra

OrKidstra is a registered charity that provides a social development program through music for children from equity-deserving communities in Ottawa. Entering its 19th season, OrKidstra serves over 750 children and youth from more than 62 cultural and linguistic backgrounds through our in-school and after-school programs. OrKidstra's mission is to empower kids and build community through the universal language of music. We provide children from low-income families with free group and individual music lessons and opportunities to learn important life skills such as respect, compassion, teamwork, and responsibility through playing and singing together. Learn more at orkidstra.ca.

Job Description At-a-Glance

This position plays a vital role in ensuring smooth and effective day-to-day operations. The **Finance & Operations Administrator** is responsible for executing all day-to-day financial transactions and processes, supporting human resource coordination, systems administration, and governance activities. With a strong foundation in financial management, logistics, and organizational support, the Finance & Operations Administrator helps translate daily operational needs into actionable results and supports the work of the Executive Managing Director.

This position is integral to OrKidstra's ability to support its development, engagement, and growth — and offers **strong potential for future advancement within the organization for a candidate eager to grow into broader leadership.**

Key Responsibilities

Culture & Philosophy

- Actively engage in, and demonstrate:
 - OrKidstra's core values of **Love, Courage, Excellence, and Belonging.**
 - Teamwork, collaboration, problem-solving, responsibility, attention to detail, resourcefulness, dedication, communication, and commitment to growth.

Finance

- Leads day-to-day financial entries including accounts payable/receivable, payroll support, donation receipting (monetary, in-kind, and capital), tuition tracking, and reconciliations;
- Supports financial tracking, budgeting and reporting, ensuring accuracy and excellence in bookkeeping;
- Demonstrates commitment to continuous learning in financial trends and best practices.

Human Resources & People Systems

- Assists and learns from the Executive Managing Director with operations, HR, planning, and cross-functional initiatives;
- Supports payroll, benefits, onboarding, and documentation (contracts, ROEs, certifications, police/reference checks);
- Provides resource and basic technical support to staff, helping ensure effective and secure systems use;
- Coordinates onboarding documentation, police check renewals, etc.;
- Maintains HR files and supports recruitment processes.

Organizational Systems & Administration:

- Manages core software tools (e.g., QuickBooks Online, Canada Helps DMS, Microsoft 365, Dropbox, Jumbula, LastPass, Google), including procurement, renewals, user support, and access;
- Monitors and implements best practices for system security and efficiency; oversees day to day software use, supporting staff access, growth opportunities and risk mitigation;
- Oversee office management including supplies, equipment, vendor coordination, and collaboration with teams to improve processes.

Governance & Executive Support

- Supports OrKidstra's Board and Committees with meeting coordination, agenda prep, minute taking, document prep, and research;
- Manages the donor database, ensuring accuracy for communications and reporting;
- Leads administrative functions including meeting facilitation, calendar management, Health & Safety Board support, correspondence, and general inquiries.

Other

- Collaborates on the preparation and editing of grants, budgets, reports, proposals, and other key documents;
- Provides logistics and administrative support for concerts, outreach, and special events;
- Assists with volunteer coordination in support of the Community & Youth Engagement Coordinator;
- Supports operational needs related to program delivery and participant engagement;
- Other related duties as required.

Requirements (Education, Experience & Skills)

- Post-secondary degree, diploma, or equivalent experience in a relevant field (e.g., accounting, business administration, nonprofit management, or a related discipline).
- Minimum of three years of experience in a similar administrative or finance-focused role, ideally within a non-profit or charitable organization.
- Strong numeracy skills, with a clear understanding of financial processes and basic bookkeeping.
- Proficiency with accounting software (QuickBooks Online) and strong skills with spreadsheets, databases, and cloud-based collaboration tools (e.g., Microsoft 365, Dropbox, LastPass).
- Exceptional organizational, time-management, and documentation skills, with meticulous attention to detail.
- Excellent verbal and written communication skills in English (French or other additional languages are considered an asset), including ability to edit and refine documents for clarity and professionalism.
- Experience coordinating or supporting HR resources, such as onboarding, benefits and leave administration, recruitment logistics, and policy development.
- Demonstrated ability to manage multiple priorities with accuracy and efficiency in a fast-paced environment.
- Proven capacity to work independently and collaboratively, with a proactive, solution-oriented, and growth mindset.
- Genuine passion for social impact and a strong alignment with OrKidstra's values of love, courage, excellence, and belonging.
- **Preference will be given to applicants with a background in music or performing arts**, supporting deeper alignment with OrKidstra's mission and program culture.
- Strong interest in long-term growth within a values-driven organization, with the ambition and potential to take on future leadership responsibilities.

Compensation

OrKidstra offers a competitive compensation and benefits program, including health, dental and wellness benefits, a flexible workplace, and the opportunity to join a dedicated team that truly believes in the power of music to build community and transform children's lives. This position invites you to bring your passion and values to an organization that transforms lives by empowering kids and fostering community through music and offers a clear path for growth and future advancement.

Annual starting salary: \$60-\$65K, with flexibility based on experience and qualifications

Applications

Please submit a cover letter and resume to **workwithus@orkidstra.ca** and tell us why you are a great candidate for this important position at OrKidstra. Applications will be reviewed on a rolling basis and will remain open until the position is filled; **candidates are encouraged to apply early.**

This position requires enhanced police clearance, technical aptitude screening and reference checks.

We thank all applicants for their interest and application; however, only those selected for an interview will be contacted.



Equity

OrKidstra is an equal opportunities employer committed to diversity and inclusion. We enthusiastically encourage applications from Indigenous Peoples, newcomers to Canada, IBPOC, persons with disabilities, 2SLGBTQ+ individuals, and members of racialized and marginalized groups. We believe our community is stronger when it benefits from the understanding and wisdom of people who have lived experiences with the communities we serve. OrKidstra is a place of belonging.