

EXTERNAL JOB POSTING

Job Title: Director of Finance & Information Technology

Job Type: Full-time

Pay: \$110,000 - \$130,000 per year

Work Location: Hybrid remote in Toronto, ON M5T 3A8

Travel Required: Minimal to None

Application deadline: March 30, 2026

Company Overview

At the heart of the magnetic and dynamic Canadian music industry is FACTOR — **The Foundation for Assisting Canadian Talent on Recordings**, the non-profit widely recognized across the country as the gateway into the music industry. In the coming year, FACTOR's mandate continues to grow and become even more strategic. Not only will FACTOR's team be responsible for distributing millions of dollars to support artists and industry programs, but we will also be tackling some of the most important topics facing our industry today, including AI, new avenues of revenue for artists and the ever-important live music culture.

FACTOR is a partner to those creating or amplifying Canadian music for audiences across our country and around the world. Our staff is made up of music fans who want to proudly play a role championing and accelerating the success of Canada's vital voices.

If you want to explore a fascinating industry, play a key part in the success of the FACTOR team, and have a passion for finance and controls, this is the role for you.

Position Summary

The Director of Finance & IT is a strategic leadership role responsible for overseeing the financial health, technological infrastructure, and digital strategy of the organization. This position ensures effective financial management, drives technological innovation, and aligns both functions with the organization's long-term goals. The Director of Finance & IT provides executive-level guidance, manages cross-departmental initiatives, and ensures compliance, security, and operational excellence. This role reports directly to the President & CEO and is a key member of the leadership team.

Key Responsibilities

Financial Leadership

- Lead all financial planning functions, including budgeting, forecasting, cash flow management, and long-term financial strategy.

- Produce accurate monthly, quarterly, and annual financial statements and reports for executive leadership and the board.
- Oversee accounting operations, including AP/AR, payroll, general ledger, reconciliations, and financial controls.
- Ensure compliance with GAAP, regulatory requirements, audits, tax filings, and internal policies.
- Manage financial risk, capital planning, investment strategies, and cost-control initiatives.
- Provide financial insights and recommendations to support business decisions and strategic planning.

IT Leadership

- Oversee the organization's IT strategy, infrastructure, cybersecurity, and digital operations.
- Ensure reliable, secure, and scalable systems, networks, and cloud solutions.
- Develop and execute a multi-year IT roadmap supporting organizational growth and innovation.
- Manage IT governance, data privacy, disaster recovery, and business continuity planning.
- Lead IT procurement, vendor management, software licensing, and technology investments.
- Implement systems and digital tools that improve efficiency, collaboration, and data-driven decision-making.
- Direct the support and development of enterprise systems (e.g., CRM, financial systems).

Leadership & Collaboration

- Manage and mentor finance and IT teams, fostering continuous improvement and professional development.
- Partner with executives and department leaders to align financial and technology strategies with organizational goals.
- Lead cross-functional projects involving system upgrades, digital transformation, or process optimization.
- Communicate complex financial and technical concepts clearly to both technical and non-technical stakeholders.

Qualifications

- Bachelor's degree in Finance, Accounting, Information Technology, Business Administration, or related field required; MBA/CPA/CFA or similar certification preferred.
- A minimum of 10+ years of progressive experience in finance and/or IT leadership roles.
- Strong understanding of financial management principles, compliance, and reporting standards.
- Deep knowledge of IT operations, cybersecurity best practices, enterprise systems, and digital transformation.
- Proven experience managing teams, budgets, and strategic initiatives.
- Excellent analytical, problem-solving, communication, and decision-making skills.
- Ability to balance strategic leadership with hands-on operational management.

Core Competencies

- Strategic and analytical thinking
- Financial and technological acumen
- Leadership and team development
- Risk management and compliance
- Project and change management
- Strong communication and interpersonal skills

Benefits:

We believe great work happens when people feel supported and valued. That's why we offer a flexible schedule with work-from-home options, paid time off to recharge, and a casual, comfortable work environment. We invest in your future through RRSP matching and tuition reimbursement, and we make time to connect through company events that celebrate our team and our successes.

Hiring Process:

As a small, collaborative team, finding the right fit matters to us — for both you and us. Our hiring process includes three conversations: an initial discussion with our HR Lead/Consultant to review your experience and interest in the role, a meeting with select executive team members to explore cultural fit and collaboration, and a final conversation with the President & CEO to discuss qualifications, potential simulations, and alignment with our mission and values.

This posting is for an existing vacancy, and the role is posted on external job boards and our FACTOR careers site. Our goal is to fill this role as soon as possible. We're committed to keeping candidates informed throughout the process and appreciate the time and effort you put into your application.

We are an equal opportunity employer that promotes a diverse, inclusive and accessible workplace. By embracing diversity, we build a more effective organization that empowers our employees to be the best that they can be. We are committed to creating a working environment that is barrier-free and we are prepared to provide accommodation for people with disabilities.

FACTOR is committed to providing accommodations throughout the interview and employment process. If you require an accommodation, we will work with you to meet your needs.

Please send your resume to careers@factor.ca for consideration. Thank you!