



Where you belong.

Manager of Finance

Wage Range: \$122,954 - \$146,392

Job Posting: 088-107-2026

Job Class: 8

Department: Corporate Services

Division: Finance

Hours: 35 hours/week

Status: Full Time

Posted: September 1, 2026

Closing Date: September 16, 2026, at 4:30 pm

Lead Financial Excellence. Strengthen Community Outcomes.

Are you a strategic finance leader who thrives on turning complex financial information into sound decisions? The City of Sault Ste. Marie is seeking a collaborative and results-oriented Manager of Finance to lead the annual budget process, financial reporting, external audit coordination, and strategic financial analysis that supports Council, senior leadership, and municipal services, in collaboration with the Manager of Accounting.

What You'll Lead & Deliver

Primary Accountabilities include, but are not limited to:

You will lead and coordinate key financial functions that strengthen accountability, support informed decision-making, and help deliver sustainable municipal services.

Budget Leadership & Financial Planning

- Lead the annual operating, capital, and sanitary budget processes, ensuring submissions are complete, reasonable, aligned with approved policy, and supported by sound financial analysis.
- Analyze actual expenditures against budget, calculate operating budget increases, review capital submissions, and prepare quarterly financial performance and year-end forecast reports for Council.
- Provide financial advice and analysis to departments on service-level changes, budget variances, emerging pressures, capital requirements, and the financial implications of reports to Council.

Financial Reporting, Audit & Compliance

- Manage and coordinate the statutory external audit and financial reporting process in collaboration with the Manager of Accounting.
- Lead the completion of year-end working papers, financial statements, the Financial Information Return, and related audit deliverables; ensure records are maintained and available to operating departments when required.
- Oversee implementation of emerging Public Sector Accounting Standards and support compliance with relevant municipal financial legislation, regulations, and policies.

Strategic Analysis & Funding Support

- Monitor organizational cash-flow projections, identify concerns and opportunities, and provide predictive analysis to the Chief Financial Officer & Treasurer.
- Review applications and reporting requirements for senior-government funding programs and support compliance with associated financial requirements.

- Coordinate the updating and monitoring of the City's Long-Term Financial Plan to support sustainable financial decision-making.

People Leadership & Continuous Improvement

- Manage, mentor, and support Financial Analysts through clear direction, performance management, coaching, team building, and professional development.
 - Advance efficient, customer-focused financial processes and provide responsive support to internal departments, senior leadership, and Council.
 - Perform other related duties as assigned.
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- Full Job Description below.

What You Bring

We're looking for a collaborative finance leader with strong technical expertise, sound judgment, and a commitment to public-service excellence.

Required Qualifications:

- University degree in Accounting, Finance, or a related discipline.
- Professional accounting designation, Chartered Professional Accountant (CPA).
- Five (5) years of related experience in a municipal or corporate setting, including supervisory experience.
- Working knowledge of municipal statutory legislation and regulations, including the Municipal Act, Public Sector Accounting Standards, and municipal taxation and assessment.
- Advanced knowledge and experience using Microsoft Excel, with working knowledge of Word, PowerPoint, and Outlook.
- Solid understanding of financial statistics and accounting principles, with strong analytical and decision-making skills.
- Demonstrated interpersonal, communication, presentation, and people-leadership skills, including the ability to motivate and direct staff in a team environment.
- Strong attention to detail, accuracy, and the ability to manage competing deadlines.

Assets

- Asset Management knowledge and experience.
- AMCTO Municipal Administration Program (MAP) certification.

Professional Development

- Maintain CPA professional-development requirements, including ethics training, of at least 120 hours in a rolling three year period, with at least 50% verifiable.
- Participate in applicable training, workshops, seminars, and supervisor/manager development, including leadership, conflict resolution, and change management.
- Experience with accounting, financial, payroll, and budget software, including GP Dynamics, Avanti, and Qwestica, is an asset.



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Ready to Make an Impact?

Apply Today!

Submit your **cover letter and resume** highlighting your qualifications to:

Email: human.resources@cityssm.on.ca

Subject Line: 088-107-2026 Manager of Finance

Our Commitment to Inclusion

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.

Privacy Notice

Information collected is in accordance with the Municipal Freedom of Information & Protection of Privacy Act and will be used solely for the selection process related to this posting.

What The Corporation of the City of Sault Ste. Marie Offers Its Employees

When you join the City of Sault Ste. Marie, you're not just starting a job, you're becoming part of a supportive, community-driven corporation that values its people. We take pride in creating a workplace where employees can grow, contribute, and feel valued every step of the way.

Why Choose Sault Ste. Marie?

Build Your Career Where Nature Meets Opportunity

Big-City Career, Small-City Lifestyle

Work on meaningful municipal priorities where your work has a direct impact and you can see results in the community.

An Outdoor Paradise

- Endless hiking, biking, and paddling trails
- World-class fishing and boating
- Skiing, snowmobiling, and winter adventures
- Access to Lake Superior's rugged shoreline—one of Canada's natural gems

Affordable, Comfortable Living

Sault Ste. Marie offers significantly more affordable housing compared to major Ontario cities.



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A Welcoming, Growing Community

A friendly community with steady economic growth and expanding sectors including clean energy, tech, public infrastructure, and healthcare.

What The Corporation of the City of Sault Ste. Marie Offers Its Employees

- Comprehensive health, dental, and vision benefits
- OMERS pension plan with employer contributions
- Paid vacation, Wellness Days, and personal leave provisions
- Access to ongoing training, certifications, and professional development
- Healthy work-life balance and a strong commitment to employee safety

The Corporation of the
City of Sault Ste. Marie



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Non-Union Job Description
Position Number _____

POSITION CLASSIFICATION

Title: Manager of Finance

Division: Finance

Department: Administration

Job Classification: 8

Work Location: Civic Centre

Reports to (Direct): Chief Financial Officer
& Treasurer

**Position(s) Supervised
Directly:** 2

Hours Per week: 35

Effective Date:

Revision Date: September 5, 2025

POSITION SYNOPSIS AND PURPOSE

Reporting to the Chief Financial Officer & Treasurer, the Manager of Finance is responsible the coordination of the annual operating and capital budget process and acts as a financial resource to advise and assist departments in the preparation of their annual operating and capital budget submissions, in collaboration with the Manager of Accounting. The position is responsible for the management and coordination of the external audit process and internal financial reporting for management and Council, as well as being a resource for departments to advise in financial analysis and budget variances.

PRIMARY DUTIES, RESPONSIBILITIES, AND ACCOUNTABILITIES

Description	Approx. Time Spent (%)
Lead the operating, capital, and sanitary budget processes. This includes analyzing actual expenditures versus budget, calculating operating budget increases, reviewing capital budget submissions for reasonableness, completeness, and validity, and ensuring that the budget is prepared in accordance with policy. Report back to the Council quarterly on financial performance and forecast year-end positions.	40%
Manage and coordinate the statutory external audit and financial reporting in collaboration with the Manager of Accounting. Lead the completion of year-end working papers, the Financial Information Return, Financial Statements and the coordination of the external audit. Ensure that working papers are maintained and updated on a regular basis in preparation for year-end and are available for operating departments when required. Oversees the implementation of emerging Public Sector Accounting Standards.	35%
Financial support and analysis, including the review of periodic spending, capital requirements, advice to other staff on the financial implications of their reports to Council, provide predictive and productive analysis to the Chief Financial Officer/Treasurer when required, monitor organizational cash flow projections and advise CFO of concerns, review of applications and reporting to senior levels of government (i.e. OCIF, CCBF, PTIF, ICIP etc.) and oversee the updating and monitoring of the city's Long-term Financial Plan.	20%
Manages and oversees financial analysts. Provides overall direction and coordination, including performance management, motivation, and team building. Provides leadership, instructions, and support to the team.	5%
Other duties as assigned	
	100%

**Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.*

DECISION MAKING AND INDEPENDENCE

- First point of contact for department funding questions for specific initiative, opportunity, financial restraints or unforeseen expenditure requirements. This would include financial impacts for service level changes and budget variances. Analysis and options reviewed and recommended within the context of policies and approved budgets. Requires understanding of complex issues.
- Resolution and directions of questions from direct reports, such as how to account for certain transactions or PSAB accounting requirements.
- Funding strategies that are outside of the annual budget, complex in nature or impact future years or tax levy and are escalated to the CFO
- Items within policies that require CFO approval or recommendations, such as long-term debt requirements, emergency allocations or funding reallocations.
- Financial approvals greater than \$5,000

REQUIRED TRAINING

*Attends training, workshops, and seminars where appropriate and as required

- Professional development requirements for CPA designation, including ethics training, of at least 120 hours in a rolling three-year period, of which 50% must be verifiable.
- Supervisor/Manager Training including leadership training and conflict resolution, change management
- Accounting Financial and Payroll Software (GP Dynamics, Avanti)
- Budget Software (Questica)

MINIMUM REQUIRED QUALIFICATIONS

Education (degree/diploma/certification)

- University degree in Accounting, Finance, or related discipline

Experience

- Five years of related experience in a municipal or corporate setting.
- Supervisory experience

Licences, Certifications, Designations

- Professional accounting designation-Chartered Professional Accountant (CPA)

Knowledge/Skill/Ability

- Understanding of municipal governance principles and managerial best practices
- Working knowledge of municipal statutory legislation and regulations, including Municipal Act and Public Sector Accounting Standards and municipal taxation and assessment
- Advanced knowledge and experience in Excel
- Working knowledge of other Microsoft tools-Word, PowerPoint, Outlook
- Solid understanding of financial statistics and accounting principles
- Strong analytical and decision-making skills
- Interpersonal, communication, and presentation skills
- Motivate and direct staff in a team environment
- Attention to detail and accuracy

PREFERRED QUALIFICATIONS

Experience

- Asset Management knowledge and experience

Licences, Certifications, Designations

- AMCTO Municipal Administration Program certification (MAP)

WORK ENVIRONMENT

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Contacts

Primary Contact	Frequency	Nature of Interaction
Direct Reports	Frequent	Guidance and resolution on issues
Internal departments/Others	Regular	Advice on budget or other financial questions or analysis and support
Chief Financial Officer	Regular	Connecting on issues, updating on status of budget/audit, seeking direction/approval on financial



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		items outside the position's responsibility
Other Finance Managers	Occasional	Coordination for month end financial reporting, audit and annual budget process
City Council	Less than occasional – quarterly	Presentation of financial reports and budget, questions on reports

Work Conditions/Physical/Mental Effort

1. Hours of Work

Normal (i.e. 8:30 am – 4:30 pm, Monday to Friday)	☒
Evenings/Weekends	☐
On-Call	☐
Overtime	☒

Examples:

Overtime occurs during the year-end annual audit period and the budget during the year to meet deadlines. The total number of hours required is less than 100 annually.

2. Work Conditions

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	☒	☐	☐	☐	100%
Outdoors	☐	☐	☐	☐	%
					100%
Attend internal/external meetings	☐	☐	☐	☒	5%
Time spent travelling	☐	☐	☐	☐	1%
Frequency of interruptions	☐	☐	☒	☐	-



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Interaction with irate/aggressive clients/customers	☐	☐	☐	☐	-
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Examples:

Position required to attend Council meetings at least quarterly for financial reporting. Internal meetings with departments for budget review or other financial items.

3. Hazards

	Constant	Frequent	Regular	Occasional
Noise	☐	☐	☐	☒
Fumes	☐	☐	☐	☐
Dirt, Dust	☐	☐	☐	☐
Hazardous chemicals	☐	☐	☐	☐
Disagreeable weather conditions	☐	☐	☐	☐

Examples:

Noise from talking and movement in office area.

4. Physical Requirements

	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles and equipment	☐	☐	☐	☐
• Standing	☐	☐	☐	☐
• Sitting	☒	☐	☐	☐
• Walking	☐	☐	☐	☐
• Climbing	☐	☐	☐	☐
Requirement to lift objects (list max weight)	☐	☐	☐	☐
Pushing and/or pulling objects to complete tasks	☐	☐	☐	☐
PPE worn on a regular basis (list type):				
•	☐	☐	☐	☐
•	☐	☐	☐	☐
•	☐	☐	☐	☐
Types of tools used (list type):				
• computer	☒	☐	☐	☐
• phone/cell	☐	☒	☐	☐



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• printer/photocopier	☐	☒	☐	☐
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Examples:

Sitting at a desk and working on computer is regular daily setting.

5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	☐	☐	☐	☐
Visual effort required on a concentrated basis	☒	☐	☐	☐
Requirement to listen attentively	☐	☐	☒	☐

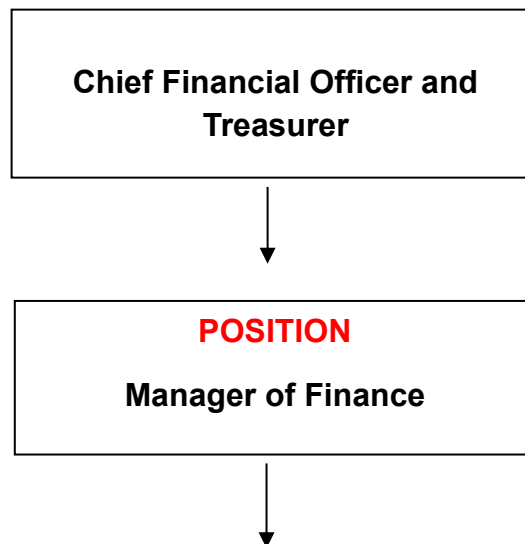
Examples:

Review of large amounts of data and report in a digital environment. Focus on average is sustained for several hours but is interrupted by staff questions/requirements.

Management of staff requires listening skills to ensure issues are correctly identified and resolved.

ORGANIZATIONAL CHART

List the reporting relationship of this position to others within the immediate department.





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**Financial Analysts (Non-Union)
x2**

Total # of permanent positions that report directly to this position	☒ 1 to 5	☐ 6 to 14	☐ 15+
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