SAULT STE.MARIE

Where you belong.

Manager of Financial Planning & Budgeting

Wage Range: $122,954 - $146,392
Job Posting: 103-122-2026
Job Class: 8
Department: Corporate Services
Division: Finance
Hours: 35 hours/week
Status: Full Time
Posted: October 30, 2026
Closing Date: November 20, 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 Manager of Financial Planning & Budgeting is responsible for 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 and associated financial reporting to management and Council, including being a resource for departments to advise in financial analysis, budget requests, and budget variances. The position is also responsible for other long-term financial planning, including the City's Long-term Financial Plan, multi-year budget progress, and cashflow management. Lastly, the Manager of Financial Planning & Budgeting collaborates with the Manager of Accounting on the external audit process.

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 operating, capital, and sanitary budget processes, including updates to the city's Long-term Financial Plan and progression towards multi-year budgeting.
- 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.

- **Financial Reporting, Audit & Compliance**
- Assist in year-end activities, such as the completion of year-end working papers, assisting with the Financial Information Return, Financial Statements, and assisting with external audit requests.
- This position ensures that working papers are maintained and updated regularly in preparation for year-end and made available to operating departments when required.
- Oversees the implementation of emerging Public Sector Accounting Standards.

- **Strategic Analysis & Funding Support**
- 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.).

People Leadership & Continuous Improvement

- Manage and oversee financial analysts. Provides overall direction and coordination, including performance management, motivation, and team building.
- Provides leadership, instructions, and support to the team.

- Perform other related duties as assigned.

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 Questica, is an asset.

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: 103-122-2026 Manager of Financial Planning & Budgeting

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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.

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

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