



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Regular Full-Time Supervisor, Financial Reporting & Planning **Posting Number:** 005374

Department: Corporate & Finance **Branch:** Finance Services

Location: City Hall

Posting Start Date: 2025/06/09 **Posting End Date:** 2025/06/30 by 4:30p.m.

Employment Group: Exempt **Salary Grade:** P-\$107,588 - \$126,575 per annum **Standard Weekly Hours of Work:** 36.25 **Shift Work Required:** No

[Job Description](#)

Reporting to the Manager, Financial Reporting and Planning, provide coordination and supervision of various aspects related to the preparation of the City's annual budget and financial reporting.

Responsibilities:

- Providing coordination in the preparation of the Annual Operating budget; the City's annual Financial Reporting; strategic planning documents
- Play a key role in the annual audit
- Develop, maintain and ensure compliance with internal controls and corporate accounting policies and procedures to ensure the accurate, timeliness and integrity of the City's budgeting, planning, and financial reporting processes
- Review, recommend and work collaboratively to implement changes in processes and procedures to ensure efficient, client focused service delivery
- Perform lead role/assistance with senior financial projects;
- Supervise staff including responsibility for hiring, assigning work, directing, guiding and training and other duties/projects as assigned

Requirements:

- Knowledge and skills normally associated with completion of a Business/Commerce degree with a major emphasis in accounting/finance and a CPA (Chartered Professional Accountant) designation plus five (5) years experience in a municipal finance environment with at least three (3) years at a supervisory level, or the equivalent combination of formal education and experience
- Specific experience with municipal budgeting, strategic financial planning and financial reporting (including financial statement preparation, audit oversight, and preparation of the FIR). Experience and knowledge of enterprise financial systems is essential
- Advanced skills in Microsoft Office and related software applications (i.e. PeopleSoft)
- Demonstrated supervisory, leadership skills and excellent organizational, administrative, reasoning, research numerical and analytical skills
- Excellent customer service experience and interpersonal and communication skills to deal effectively, both orally and in writing, with senior management, elected officials, staff, external agencies, and the general public
- Ability to work independently and under pressure in order to meet deadlines

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

Apply online: <https://oshawa.jobs.net/jobs>

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

City of Oshawa employees need to apply through the intranet (iConnect) in order to be considered as an internal candidate. All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.