

# Director Business Planning, Budgets & Treasury - Revised

## Finance Department

### Working for the City of Burlington

A great career is closer than you think. Come work for the City of Burlington, where you'll be joining an innovative and progressive workplace focused on building a 21st century city that respects the diversity of our residents, visitors, and employees; and prioritizes continuous opportunities for you to learn and grow.

We don't just spend time attracting the best talent. We spend time and resources to keep the best talent. This may include: flexible working hours, mobile and hybrid working arrangements, a great pension and benefits package, as well as programs to foster innovation and leadership.

### Job Requisition Number

JR0000000563

### Employee Group

Non-Union

### Employment Status

Full Time Permanent

### Hours of Work

35 hours per week

### Department

Finance

### Location

This position is eligible for a hybrid work model. When attending an event or meeting in person, your primary office location will be based out of Sims Square located at 390 Brant Street. Work location is subject to change at the discretion of the City due to operational demands. Effective January 2026 this role will be in person a minimum of 10 days per month.

### Position Overview

The Director, Business Planning, Budgets and Treasury is a key member of the municipal finance and leadership team, responsible for the strategic oversight and management of the municipality's financial planning, operating and capital budgets, treasury operations, and long-term financial sustainability. This role ensures financial stewardship, supports informed decision making, and aligns fiscal strategies with corporate priorities and community needs.

### Responsibilities

#### Business Planning & Budgets

- Lead the development and delivery of the City's annual business plan and budget.
- Recommend annual budget directions to City Council.
- Ensure continuous improvement in budget planning tools, systems, and processes.

*We thank all applicants and advise that only those to be interviewed will be contacted.*

[www.burlington.ca](http://www.burlington.ca)



**An equal opportunity employer.**

- Guide and oversee budget presentations and workshops for staff, Council and residents.
- Liaise with service partners to incorporate financial impacts into the City's budget.
- Resolve escalated issues to ensure timely completion of business plan deliverables.
- Review and consolidate annual operating and capital budgets and forecasts.
- Provide strategic recommendations on capital funding and financial framework compliance.
- Oversee preparation of budget summaries and binders to support Council deliberations.

#### **Long Range Financial Planning & Financial Policies**

- Lead development and updates of the Long Range Financial Plan (LRFP) and Financial Policy Framework.
- Identify financial risks/opportunities and develop appropriate strategies.
- Assess and advise on the impact of new initiatives on the LRFP.
- Lead updates to financial policies and procedures (e.g., reserves, debt management).
- Oversee administration and compliance of Development Charges and Community Benefits By-laws.
- Represent or support the City in development charge appeals and hearings.
- Approve DC reserve reconciliations and mandatory reporting to the Province.
- Provide strategic input on changes to DC rates and By-laws.

#### **Treasury & Investment Management**

- Oversee the City's cash flow, debt, and investment portfolios.
- Approve strategies for debenture issuance and eligible securities in collaboration with the Region of Halton.
- Develop and maintain investment and debt policies in compliance with legislation.
- Direct development of the Investment Portfolio Strategy.
- Evaluate credit rating exercises and banking service contracts.

#### **Leadership & People Management**

- Lead a team of 3 direct and 10 indirect reports.
- Manage staff performance, development, recruitment, and succession planning.

*We thank all applicants and advise that only those to be interviewed will be contacted.*

[www.burlington.ca](http://www.burlington.ca)



**An equal opportunity employer.**

- Oversee scheduling, health & safety compliance, and payroll approvals.
- Ensure adherence to corporate and regulatory policies and procedures.

#### **Financial Support, Reporting & Stakeholder Relations**

- Serve as the City's subject matter expert on business planning, budgets, and treasury.
- Liaise with Council, Executive Management, media, and external agencies.
- Participate in committees and special projects providing financial expertise.
- Oversee variance analysis, KPI tracking, and quarterly reporting to Council.
- Ensure data integrity, legislative compliance, and secure handling of confidential information.
- Perform statutory duties of Deputy Treasurer or Treasurer as required.
- Act as delegate in the absence of the Chief Financial Officer.

#### **Requirements**

- A four year University Degree in Accounting, Commerce, Economics, Finance or related discipline
- Masters Degree in Business Administration, Public Administration, Finance and/or Economics is preferred
- Chartered Professional Accountant (CPA) designation
- Minimum 7 years of experience
- This position may require occasional travel between sites and/or City facilities.

#### **Police Check Requirement**

This position requires the successful candidate to provide a clear criminal record check at their own expense.

#### **Salary/Hourly Range**

\$148,815 - \$186,019 (Grade N) Under Review

#### **Posting Close Date**

July 3, 2025

#### **How to Apply**

**External Applicants:** please visit [www.burlington.ca/careers](http://www.burlington.ca/careers). Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

**Internal Applicants:** current employees must apply for positions through the Jobs Hub application on your City Workday account.

#### **Accommodations**

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Burlington accommodates the individual needs of applicants with disabilities within the recruitment process. Please call us at 905-335-7602 or email us at: [hr@burlington.ca](mailto:hr@burlington.ca) if you require accommodation to ensure your equal participation in the recruitment and selection process.

*We thank all applicants and advise that only those to be interviewed will be contacted.*

[www.burlington.ca](http://www.burlington.ca)



**An equal opportunity employer.**