



Manager, Financial Planning & Budgets

Permanent, full-time (35 hours/week)
\$115,679.20 - \$144,599.00 per annum

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

Come work with us!

At the City of Leduc, we believe that sound financial planning is the foundation of a thriving community. Here, your expertise won't just balance the books — it will help shape the services, programs, and infrastructure that make Leduc a great place to live. You'll join a workplace where collaboration drives smart decision-making, innovation is encouraged, and your work directly contributes to the well-being and growth of our city.

What is the Opportunity?

Reporting to the Chief Financial Officer, the Manager, Financial Planning and Budgets plays a pivotal role in shaping the City's fiscal future. This is a senior leadership position responsible for guiding corporate budgeting, long-term financial planning, and transparent reporting that supports Council's vision for a financially sustainable city.

You will oversee the development and delivery of the City's \$130+ million operating budget, \$330+ million 10-year capital plan, and long-term reserve and debt strategies. From championing innovative budgeting practices to ensuring clear, accessible financial information for Council, staff, and the community, you will be at the center of decision-making that impacts every corner of Leduc.

Working closely with Executive, Directors, and cross-department teams, you'll provide trusted financial advice, foster a culture of collaboration, and lead a high-performing team committed to delivering accurate, timely, and strategic budget insights. If you're a CPA with a passion for public service, fiscal sustainability, and empowering others through financial knowledge, this is your chance to make a lasting impact.

What will you do?

As the Manager, Financial Planning and Budgets, you'll lead the City's budgeting and financial planning efforts, ensuring resources are used strategically to support our community's growth and sustainability. Key responsibilities include:

- Lead the preparation, analysis, and continual enhancement of the City's multi-year operating, capital, and utility budgets
- Develop, implement, and maintain policies and strategies that promote long-term fiscal sustainability, including reserve, debt management, investment, and grant policies
- Partner with senior leadership to align budget proposals with strategic priorities, ensuring fairness, compliance, and community benefit
- Present budget analysis and recommendations to Executive and Council in clear, compelling formats tailored to diverse audiences
- Manage corporate fiscal forecasting, ensuring resources are allocated effectively and in alignment with strategic goals
- Oversee the administration and reporting of all operating and capital grants received by the city
- Provide expert financial guidance to non-financial leaders, translating complex data into actionable insights
- Foster a culture of continuous improvement by streamlining budget processes, implementing best practices, and optimizing timelines
- Lead, mentor, and inspire the Financial Planning and Budgets team, supporting professional growth and high-quality service delivery

Who you are?

You are a strategic financial leader with a strong track record in budgeting, planning, and building high-performing teams. You bring:

- CPA designation **(required)**
- Bachelor's degree in commerce, Public Administration, or related field. A combination of related education and experience may be considered **(required)**
- Minimum 7 years of progressive experience in budgeting, strategic financial planning, and corporate reporting — preferably in a government setting **(required)**
- Strong understanding of PSAB and municipal financial frameworks
- Proven leadership skills with experience managing and developing high-performing teams
- Advanced proficiency in Microsoft Excel; experience with Workday Adaptive Planning or similar budgeting systems is an asset
- Exceptional communication, presentation, and analytical skills, with a keen eye for accuracy and detail
- Ability to thrive in a high-volume, fast-paced environment while managing multiple priorities

What we Offer?

We're committed to creating an environment where your work is valued, your growth is supported, and your contributions help shape a thriving community. Here's what you can expect when you join our team:

- A dynamic, inclusive work environment where your expertise helps shape the future of a growing city
- A supportive and collaborative team driven by purpose and innovation
- Competitive compensation and benefits, including participation in our defined benefit pension plan
- Hybrid work flexibility — this position includes a combination of in-office and remote work, based on operational needs
- Opportunities for ongoing learning and professional development
- A workplace culture guided by our People Strategy, rooted in trust, respect, growth, and community impact

Important Notes!

- The successful candidate must provide a current Criminal Record Check at their own expense
- Please include a cover letter outlining how your experience aligns with this role. Applications without a cover letter will not be considered
- This position may require occasional evening meetings and participation in public engagement events

Ready to Join Us?

If you're passionate about driving fiscal sustainability, strategic growth, and making a tangible impact on a thriving community, we want to hear from you! Join the City of Leduc and use your expertise to guide sound financial decisions that support our residents, businesses, and long-term vision.

Apply today and be part of a team committed to innovation, collaboration, and meaningful results:

www.leduc.ca/careers

Competition closes at 11:59 pm (MT) on **August 27, 2025**. Due to the high volume of resumes received, we are not able to respond to individual phone calls. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.