

POSITION TITLE: SUPERVISOR BUDGETS & CAPITAL PROGRAMS

DEPARTMENT: CORPORATE SERVICES

DIVISION: FINANCE

SECTION: BUDGETS & FINANCIAL PROGRAMS

GENERAL SUPERVISOR: MANAGER BUDGETS & FINANCIAL PLANNING

AFFILIATION: MANAGERIAL **GROUP:** 10 (to be rated)

POSITION SUMMARY: Under the general direction of the Manager, is responsible for the effective coordination, analysis, and oversight of the Corporation's operating and capital budgets across various departments. The Supervisor is a key contributor to corporate budgeting processes, including annual budget development, monitoring, variance analysis, forecasting, and long-term financial planning. As part of the Corporate Services team, the Supervisor ensures financial consistency and compliance by preparing detailed budget reports, review and coordinate departmental budget submissions, and contributing to the ongoing improvement of budgeting tools, systems, and processes. The role also supports capital asset reporting, external grant reporting, and cross-departmental financial initiatives aimed at enhancing efficiency, transparency, and accountability across the organization.

MAJOR RESPONSIBILITIES:

1. Participates with the Department Managers and Directors across multiple Departments to plan, develop, implement, and monitor short- and long-term corporate goals and objectives
2. Leads and oversees the preparation, coordination, consolidation and analysis of annual operating and capital budgets across departments, ensuring alignment with corporate priorities and compliance with financial policies.
3. Manages and participates in development of annual Capital and Operating budgets, including tangible capital asset accounting, general accounting processes, and related process documentation and reporting.
4. Assesses Section staffing needs, makes recommendations to structure and complement, participates in recruitment processes, and makes effective hiring decisions.
5. Supervises Section staff including staff development, performance management/review, coaching/mentoring, health and safety, discipline, and termination decisions. Acts in the absence of the Manager Budgets and Financial Planning.
6. Oversees and participates with program staff to complete applications for external funding opportunities and ensures timely and accurate reporting for funding received.
7. Conducts best practice reviews and recommends business process improvements with respect to budget and business processes.
8. Prepares financial reports, variance analysis, forecasts, background material, and briefing notes for internal and external use.
9. Conducts research studies, benchmarking, business case analyses and special projects to support informed decision making.
10. Participates in the long-term financial planning process as directed, including development of financial models, capital forecasting and lifecycle reserve analysis.

11. Conducts internal reviews to assess compliance with financial and procurement policies, supporting audit and control functions.
12. Provides project-specific financial planning and accounting assistance to departments as required.
13. Performs other related duties as may be assigned.

QUALIFICATIONS:

Education/Experience:

- Degree in business administration, commerce, or related discipline; and a professional accounting designation with a minimum three years of progressively responsible management experience in public sector finance, budgets or business management, including supervisory experience, preferably in a unionized environment; or
- Degree in business administration, commerce, or related discipline, with a minimum eight years of progressively responsible management experience in public sector finance, budgets or business management, including supervisory experience, preferably in a unionized environment; or
- Diploma in accounting, business administration or a related discipline together with a minimum of 10 years' of progressively responsible management experience in public sector finance, budgets or business management, including supervisory experience, preferably in a unionized environment

Skills/Abilities:

- Strong skills and experience in public sector accounting budget development, financial planning, and reporting.
- Knowledge in the use of software applications for financial systems, including general ledger accounting, operating and capital budget systems
- Skilled in preparing and presenting financial data and reports to senior leadership and stakeholders.
- Superior ability to communicate effectively and concisely, both orally and in writing, with the ability to deliver presentations to a variety of audiences and handle on the spot questions
- Ability to establish and maintain effective working relations with members of City Council, private and public officials, departmental staff, co-workers, and the general public
- Strong leadership skills including the ability to direct, evaluate and recognize staff; including the ability to motivate and share skills and knowledge with others
- Ability to improve effectiveness and efficiency of Departmental financial business processes
- Must be at an intermediate skill level in word processing, presentation, and spreadsheet software.
- Highly self-motivated and directed
- Proven analytical, evaluative, and problem-solving abilities
- Independent judgment when dealing with confidential and sensitive issues
- Competent within the meaning of the *Occupational Health and Safety Act*

Assets:

- Experience with SAP software and FMW software
- Experience in municipal budget development and administration
- Knowledge of the functions of City departments.

CONDITIONS OF EMPLOYMENT:

- Must undergo a successful Criminal Record and Judicial Matters Check (CRJMC)
- Must work and attend meetings outside regular working hours
- Will be required to travel to various work locations and provide own transportation
- Must sign and abide by *Employee Confidentiality Statement*

PREPARED BY:

A. MORRISON

APPROVED BY:

L. MACPHAIL

EFFECTIVE DATE: AUGUST 11, 2025

SUPERSEDES DATE: NOVEMBER 1, 2017

HOUSEKEEPING: JULY 11, 2018

(COMPUTER

SKILLS)

SEPTEMBER 4, 2018

(PRC)

JULY 4, 2023

(REORG)

NOVEMBER 4, 2024

(REORG)

FOR HUMAN RESOURCES USE ONLY			
	Safety Sensitive		Hearing Conservation
	Technical/Professional		Administrative
E	Managerial		Trades
	Operations		