

City of Greater Sudbury – Employment Opportunity

Posting #3723

Job Posting Title: Co-ordinator of Finance

Section: Financial and Support Services

Division: Financial Services

Department: Office of the Chief Administrative Officer

Initial Reporting Location: 199 Larch Street

Job Status: Contract Position

Estimated Probable Duration: Two (2) Years

Number of Vacancies: 1

Union Affiliation: Non Union

Hours of Work: 70 hours bi-weekly

Shift Work Required: No

Range of Pay: Group 12 - \$3,714.20 to \$4,371.50 bi-weekly

The start date will follow the selection process.

This position is eligible to [work remotely](#) on a part-time basis (Note: Must be able to report to a City of Greater Sudbury work location on short notice).

Main Function: Responsible for the co-ordination of financial services and support services to a defined client group, including budgeting, analysis, performance measurement, research, business process review, policy review and business decision making.

Characteristic: Under the general direction of the Manager of Financial and Support Services, with day-to-day direction from the designated operating department [include position title for posting purposes].

Duties:

1. Provide support and advice for a defined client group on program and policy review, business decision making, process and internal control reviews and business case development. Make recommendations and lead implementations.
2. Plan, develop and submit the Divisional Operating and Capital Budgets, as approved by the operating department.
3. Implement and maintain processes to monitor operating and capital expenditures and revenues. Conduct variance analysis and report on Divisional financial results, in accordance with operating and capital budget policies.
4. Develop and undertake operational performance evaluations for a defined client group with appropriate staff. Make recommendations regarding efficiencies and cost containment.
5. Assist with the preparation and execution of the annual Business Plan.
6. Develop and calculate user fee rates, research and recommend rate structure changes.
7. Monitor and review existing revenue streams and research and evaluate new revenue opportunities.
8. Participate in negotiations for large asset purchases and/or sales, and vendor/contractor negotiations
9. Responsible for submitting claims for program grants/funding.
10. Evaluate and report on financial program and policy activities at the Federal, Provincial and Municipal levels and interpret the effects for CGS. Develop strategies for CGS to benefit from these changes and/or trends.
11. Implement and maintain internal controls for the safeguarding of CGS resources used by a defined client group. Develop procedures and ensure that information resources are handled and stored appropriately.
12. Ensure integrity of the financial systems as it relates to the operating divisions in order to ensure timely and accurate financial data is available to Management.
13. Assist Directors/Managers in the Operating Divisions with the co-ordination of purchasing/procurement including identification of appropriate channels in accordance with CGS Purchasing By-law. Assist Director/Managers with monitoring and adherence to contracts including terms and conditions, and contractor/vendor performance.
14. Prepare written reports for and make presentations to Senior City Staff and Council. Provide support in the writing of internal and external communication.

15. Prepare and present business cases in conjunction with the Operating Divisions, in order to justify operational and/or capital project related decisions. Provide knowledgeable information in order to come to agreement and acceptance of sound business decisions.
16. Manage the human and physical resources of the section. Provide overall direction and co-ordination of all employees under jurisdiction, including hiring, training, performance management, promotion, and discipline in accordance with policy.
17. Conduct and prepare special projects/assignments as requested by the General Manager or Divisional Directors for a defined client group.
18. Analyze and report on trends related to performance measurement and benchmarking indicators.
19. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
20. Perform other related duties as required.

Qualifications

Education and Training:

- University degree in a related discipline (e.g. Business, Commerce, Economics) from a recognized University with Canadian accreditation.
- Professional Accounting designation (C.G.A., C.M.A., C.A.).

Experience:

- Minimum of five (5) years experience in the finance section of a large unionized and highly diversified organization.
- Experience in the construction industry considered an asset, including two (2) years of supervisory experience.
- Experience with PeopleSoft considered an asset.

Knowledge Of:

- Financial analysis, planning and accounting with particular reference to the municipal sector.
- Current and emerging management issues as they relate to CGS.
- Principles and practices of supervision and personnel management.
- Best practices in area of responsibility.
- Horizontal linkages to other relevant government levels and services as well as the private sector.
- Public Sector Accounting Standards.
- PeopleSoft applications.
- Applicable legislation and related regulations.

Abilities To:

- Demonstrate skills in utilizing research methods and techniques in evaluating effectiveness and efficiency of activities.
- Demonstrate ability in report writing and communication.
- Demonstrate competence and ability to work with ERP software applications.
- Understand and meet the needs of customers.
- Make presentations to large, diversified audiences whereby the subject matter may not be familiar.
- Recommend and implement new business processes.
- Build business cases to support decision making.
- Build the values of the organization into programs, services and policies.
- Maintain confidentiality, exercise good judgement and discretion in dealing with confidential information.
- Create enthusiasm and motivation for Employees to pursue CGS targets.
- Balance conflicting demands from stakeholders.
- Anticipate and manage the impact of change.
- Manage the financial, human and physical resources of the section in a collaborative manner.
- Manage conflict; mediate disputes; assist in reaching consensus.
- Respond quickly to emerging opportunities or risks.
- Manage projects effectively.
- Interpret and advise on By-laws and Provincial/Federal regulations.

Personal Suitability:

- Mental and physical fitness to perform essential job functions.

Language:

- Excellent use of English; verbally and in writing.
- French verbal skills an asset.

Other Requirements:

- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

Competencies: [Competency Library - Level 2 Proficiency \(Supervisory\)](#)

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity range of pay: \$3,293.50 to \$3,877.30 bi-weekly. The successful candidate will be paid at the reduced range until the minimum qualifications have been met.

How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume **before 11:59 p.m. on Tuesday, May 19, 2026**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](#)

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca