

Manager, Budgets and Reporting

2026-067 | Regular Full Time

Finance | West Building



Reporting to the Director, Budgets and Reporting, the Manager is responsible for managing, planning, directing and coordinating all City capital, operating and/or financial management reporting activities. The position manages the corporate budget and reporting process; oversees and provides leadership, direction and guidance to a team of professional and clerical subordinates; maintains and enforces proper governance of the City's tangible capital asset registry and associated master data; provides advice and leadership to Finance staff and staff and managers in other departments on corporate financial needs; works with City departments to develop strategic management plans, monitor budget transactions, ensure appropriate data collection and analysis; directs period and year-end schedules, reporting and financial statements; establishes and maintains effective working relationships with a wide variety of internal and external contacts. Performs related work as required.

As the City continues to modernize its financial planning and analysis functions, this position will have the opportunity to contribute to future initiatives as a subject matter expert. The role will support the planning and implementation of a new budgeting and reporting system, further strengthening the City's commitment to strong financial stewardship and effective governance of Burnaby taxpayers' funds.

Qualifications

Qualifications include Completion of a degree in Business, Commerce, or a related field, supplemented by the Chartered Professional Accountant (CPA) designation with a minimum of five (5) years of budgeting/financial planning experience including responsibility for a minimum annual capital plan size of preferably at least \$100 million and an annual operating budget size of preferably at least \$10 million, at the management level preferably in municipal government, or an equivalent combination of education, training, and experience. Furthermore, this role requires thorough knowledge of: Canadian Public Sector Accounting Board (PSAB) accounting standards, the Community Charter and the Local Government Act pertaining to financial accounting, reporting and municipal budgeting; project management and application development; leadership, change management and service orientation; SAP financial modules (FI, CO, FM, PS, PM, AA), their integration points and of SAP reporting tools and their capabilities; and the principles, techniques and practices used in municipal asset management. This role also requires considerable knowledge of human resources, labour relations, and safety matters pertaining to the management and training of staff. The role also requires skill in the use of various software applications. A Driver's Licence for the Province of British Columbia.

| | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|-----------------|---------------------------|-----------|-----------|-----------|-----------|
| Annual Salary | \$147,176 | \$151,267 | \$155,376 | \$159,430 | \$163,539 |
| Special Benefit | \$9,803.88 Annual Stipend | | | | |

The closing date has been extended until this position is filled. New applications are welcome!

Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview. Please contact People and Culture at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online at www.burnaby.ca/careers. We thank all applicants for their interest; however, only those considered for an interview will be contacted.

We respectfully acknowledge that the City of Burnaby is located on the unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwxwú7mesh (Squamish), səliwətaʔ (Tsleil-Waututh), and kʷikʷəḷəm Peoples (Kwkwetlem). Each Nation has distinct histories and distinct traditional territories that fully or partially encompass the city. We encourage you to learn more about the Host Nations whose ancestors have occupied and used these lands, including parts of present-day Burnaby, for thousands of years. We are grateful to be on this territory as we dedicate ourselves to creating an inclusive and diverse workforce that reflects our vibrant community and welcomes applicants of all backgrounds, genders, ages, ethnicities, abilities, sexual orientations, and life experiences.

Reference: 50001688