

# Job opportunity

The Corporation of the Town of Orangeville invites applications for the position of

## Financial System Implementation Project Lead

### Corporate Services department

(Two-year contract position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and just moments away from the natural beauty of the Niagara Escarpment, the Town of Orangeville (Town) offers an excellent combination of location, small-town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within Dufferin County.

Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a values-based, thriving and collaborative work environment that supports our employees' success. Our values of respect, integrity, team and excellence (RITE) aren't just words—they're what we live by every day. They guide how we work together, do what is "RITE", make decisions and support each other. These values form the foundation of our workplace culture, helping us grow stronger as a team and better serve our community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

### Position description

The Town has an exciting opportunity available for the position of Financial System Implementation Project Lead (Overall Project Manager). Reporting to the Chief Financial Officer (CFO)/Treasurer, this senior contract role will lead the Town's end-to-end implementation of a new financial system that includes Finance and Purchasing/PO functionality. This position will be accountable for overall project management, coordination of stakeholders, vendor management, internal controls, and successful integration with the Town's HRIS/Payroll system (Dayforce) and budgeting software (FMW).

### Job duties

- Leading the end-to-end planning, execution, and delivery of the Town's new financial system implementation, serving as the Town's overall project manager; developing and maintaining a detailed project plan with milestones, timelines, deliverables, resourcing, and budget tracking; ensuring regular project status reporting and clear governance; leading discovery, needs assessment, and

requirements definition across Finance and Purchasing/PO processes; and function as the Financial Systems subject matter expert and Business Analyst.

- Facilitating workshops to document current-state processes, defining future-state workflows, internal controls, approval authorities, and obtaining stakeholder sign-off on requirements; supporting the procurement process in collaboration with purchasing, coordinating vendor demonstrations, evaluation activities, and producing supporting procurement documentation; managing vendor(s) and implementation partner(s) to ensure clear scope and issue escalation pathways.
- Leading implementation delivery activities including system configuration decisions, audit-ready controls, reporting requirements; and planning and coordinating integrations to ensure end-to-end process continuity, including HRIS (Dayforce) and budgeting tool (FMW) integration.
- Developing and managing the data migration approach, including mapping, cleansing, conversion cycles, reconciliation, and sign-off of opening balances/subledgers and open PO/commitments (as applicable); and developing and managing test plans and execution (unit/system/integration/UAT).
- Leading change management activities, readiness planning, and cutover planning, including stakeholder communication, development of user procedure/job aids, go-live readiness, decision support, stabilization/hypercare, and transitioning to operational ownership (Finance/IT).
- Other duties as assigned.

## Qualifications

- Post-secondary education in Business Administration, Finance, Accounting, Public Administration, Information Systems, Business Analysis, or a related discipline, or an equivalent combination of education and experience.
- Minimum seven (7) years of progressively responsible experience in financial systems and/or enterprise implementations, including at least one (1) full-cycle implementation in a lead project management role.
- Demonstrated experience leading complex, cross-functional projects involving multiple stakeholders, vendors, and dependencies, with strong governance and documentation practices.
- CPA designation and/or project management certification (PMP, or equivalent) is considered an asset.
- Experience in Ontario municipal government and supporting procurement/RFP processes is considered an asset.

- Strong working knowledge of municipal/public sector finance operations and internal controls (e.g., approvals, segregation of duties, audit readiness).
- Demonstrated experience in requirements gathering, process redesign, planning and delivering system integrations and reconciliations, and facilitation of workshops with diverse stakeholder groups.
- Experience integrating Financial Software with third party software such as a HRMS (Dayforce), budgeting tool (FMW), and/or line of business applications such as ExploreRec and PSDCityWide is considered an asset.
- Excellent written and verbal communication skills, including the ability to prepare decision-ready materials and present to senior leadership/steering committees.

**Salary range:** \$108,671.65 to \$127,130.46, band 12 on the Town's 2026 pay grid plus a contract benefits package

Qualified candidates are invited to apply no later than 4 p.m. on **July 2, 2026**. Applications may be submitted online, at [orangeville.ca/jobs](https://orangeville.ca/jobs) or in person at Town Hall on 87 Broadway, addressed to Human Resources. Please do not email your application. Please note that only those who are selected for an interview will be contacted by Human Resources.

To select the best candidates to serve the Town and its people, several screening tools, including police record checks, may be required as part of the hiring process for certain employment or volunteer positions. When requested, applicants are required to provide a police record check as a condition of their offer of employment. Police record checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of police record check required will be indicated in the job posting qualifications.

The Town is an equal opportunity employer. Accommodations are available for all parts of the recruitment process, and applicants are asked to make their needs known in advance. By submitting your personal information to the Town, you consent to the collection, use and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town. Questions about this collection should be directed to the manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.

The Town recruitment software has applicant tracking capabilities, including the use of artificial intelligence (AI) to assess applications.

### **Questions about this posting?**

Human Resources, Town of Orangeville

Email: [hr@orangeville.ca](mailto:hr@orangeville.ca), phone: 519-941-0440 ext. 7304