

Director Business Planning, Budgets & Treasury

City of Burlington | Ontario

Working at the City of Burlington

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We don't just spend time attracting the best talent. We invest time and resources to retain top talent. This may include flexible working hours, mobile and hybrid working arrangements, a strong pension and benefits package, and programs that foster innovation and leadership.

About the Role

The Director, Business Planning, Budgets and Treasury is a key member of the municipal finance and leadership team, responsible for the strategic oversight and management of the municipality's financial planning, operating and capital budgets, treasury operations, and long-term financial sustainability. This role ensures financial stewardship, supports informed decision-making, and aligns fiscal strategies with corporate priorities and community needs.

Responsibilities

Business Planning and Budgets:

- Lead the development and delivery of the City's annual business plan and budget.
- Recommend annual budget directions to City Council.
- Ensure continuous improvement in budget planning tools, systems, and processes.
- Guide and oversee budget presentations and workshops for staff, Council and residents.
- Liaise with service partners to incorporate financial impacts into the City's budget.
- Resolve escalated issues to ensure timely completion of business plan deliverables.
- Review and consolidate annual operating and capital budgets and forecasts.
- Provide strategic recommendations on capital funding and financial framework compliance.
- Oversee preparation of budget summaries and binders to support Council deliberations.

Long Range Financial Planning and Financial Policies

- Lead development and updates of the Long Range Financial Plan (LRFP) and Financial Policy Framework.
- Identify financial risks/opportunities and develop appropriate strategies.
- Assess and advise on the impact of new initiatives on the LRFP.
- Lead updates to financial policies and procedures (e.g., reserves, debt management).
- Oversee administration and compliance of Development Charges and Community Benefits By-laws.
- Represent or support the City in development charge appeals and hearings.
- Approve DC reserve reconciliations and mandatory reporting to the Province.
- Provide strategic input on changes to DC rates and By-laws.

Treasury and Investment Management

- Oversee the City's cash flow, debt, and investment portfolios.
- Approve strategies for debenture issuance and eligible securities in collaboration with the Region of Halton.
- Develop and maintain investment and debt policies in compliance with legislation.
- Direct development of the Investment Portfolio Strategy.
- Evaluate credit rating exercises and banking service contracts.

Leadership and People Management

- Lead a team of 3 direct and 10 indirect reports.
- Manage staff performance, development, recruitment, and succession planning.
- Oversee scheduling, health & safety compliance, and payroll approvals.
- Ensure adherence to corporate and regulatory policies and procedures.

Financial Support, Reporting and Stakeholder Relations

- Serve as the City's subject matter expert on business planning, budgets, and treasury.
- Liaise with Council, Executive Management, media, and external agencies.
- Participate in committees and special projects providing financial expertise.
- Oversee variance analysis, KPI tracking, and quarterly reporting to Council.
- Ensure data integrity, legislative compliance, and secure handling of confidential information.
- Perform statutory duties of Deputy Treasurer or Treasurer as required.
- Act as delegate in the absence of the Chief Financial Officer.

This position may require occasional travel between sites and/or City facilities.

Requirements

- A four-year university degree in accounting, commerce, economics, finance or related discipline
- Master's degree in business administration, public administration, finance and/or economics is preferred
- Chartered Professional Accountant (CPA) designation
- Minimum 7 years of experience

Core Competencies

- Extensive experience in municipal budgeting, capital planning, and long-range financial planning.
- Strong expertise in treasury management, debt issuance, cash flow forecasting, and investment strategy.
- In-depth knowledge of municipal legislation, financial policies, development charges, and regulatory compliance requirements.
- Advanced financial analysis and risk assessment skills to support sustainable decision-making.
- Provide strategic leadership and sound judgment in a politically sensitive, public-sector environment.
- Experience developing and leading high-performing teams, fostering accountability, collaboration, and professional growth.
- Strong commitment to governance, transparency, and public accountability.
- Communicate complex financial information clearly and persuasively to Council, senior leadership, stakeholders, and the public.

- Build trusted relationships across departments, external agencies, and community partners.
- Facilitate discussions, workshops, and presentations with confidence and executive presence.

Location and Work Model

This position is eligible for a hybrid work model. When attending an in-person event or meeting, your primary office location will be Sims Square, 390 Brant Street. Work location is subject to change at the City's discretion due to operational needs. Effective 2027 this role will be required to be on site 50% of the time each month.

- 35 hours per week, full-time permanent
- Non-Union role within the Finance Department

Salary

\$151,047 - \$188,809 (Grade N) Under Review

Accommodation

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Burlington accommodates the individual needs of applicants with disabilities within the recruitment process.

Please call us at 905-335-7602 or email us at: hr@burlington.ca if you require accommodation to ensure your equal participation in the recruitment and selection process.

Posting Closes

- **June 12, 2026 at 11:59 p.m.**

How To Apply

To express interest in this exciting opportunity, email your cover letter and resume to:

Patrick Rowan, Partner, Feldman Daxon Partners
45 St. Clair Avenue West, Suite 700, Toronto, Ontario M4V 1K9
Tel.: 416-515-3302; Email: prowan@feldmandaxon.com

This job posting is for an existing position with the City of Burlington. We do not use artificial intelligence (AI) tools to screen, assess, or select applicants at any stage of the hiring process. All applications will be reviewed and evaluated by the Feldman Daxon team.