



The City of Kawartha Lakes invites applications to join our team as a **Chief Financial Officer**.

When you come to work for the City of Kawartha Lakes, you are joining a community of municipal workers who take pride in knowing that every day you are having a positive impact in the community. Our mission is to deliver the highest standards of municipal services while creating a healthy and sustainable future for all Kawartha Lakes' residents and businesses. We work to our values of Accountability, Respect and Teamwork and we want you to **Jump In** with us!!

We are an equal opportunity employer which values equity, diversity, and inclusion in the workplace. We foster a safe and creative work environment, where training and skill development are prioritized, with opportunities and support for career advancement. As a team member at the City of Kawartha Lakes, you may be entitled to the following: OMERS pension (defined benefit), employer paid benefits package including short and long term disability income replacement, education reimbursement and other programs that foster innovation, leadership, and career advancement

Title: Chief Financial Officer

Direct Supervisor: Director, Corporate Services

Department: Corporate Services

Salary: \$150,676 - \$176,260\$ (2026)

Location: Lindsay, ON

Position Summary:

The Chief Financial Officer's role is to provide vision and leadership in the development and implementation of corporate financial strategy, fiscal policy, and long-term financial sustainability planning. The Chief Financial Officer (CFO) leads the Finance Division and directs the planning and execution of enterprise-wide financial operations in support of business objectives, service delivery excellence, and responsible growth.

This position is responsible for the organization's financial management, including financial planning and analysis, budgeting, treasury, debt management, financial reporting, internal controls, and legislative compliance.

Essential Duties

Specific to this role:

- Provide strategic leadership for the City's financial management framework, including the development and implementation of short- and long-term financial plans aligned with the City's strategic plan
- Lead the development and administration of the City's annual tax-supported and Water and Wastewater Budgets, ensuring financial plans support service delivery objectives
- Formulate corporate financial strategies, policies, and frameworks to support organizational objectives
- Align financial planning with service-based budgeting, Key Performance Indicators (KPIs), and data-driven decision-making
- Initiate and sponsor enterprise-wide improvement projects that promote fiscal responsibility and long-term sustainability
- Provide expert financial advice and recommendations to the Chief Administrative Officer (CAO), and the Senior Management Team (SMT) on fiscal policy, long-range financial planning, reserve strategies, and funding models
- Present quarterly and annual financial reports to Council and various boards, including analysis of budget-to-actual variances and emerging financial risks
- Advise on financial implications of strategic initiatives, growth planning, infrastructure investment, and service changes
- Collaborate with the Capital Asset Management division, senior leadership, and department heads to integrate asset management principles into financial frameworks, capital planning, and budget development, ensuring sustainable funding for capital programs and long-term infrastructure renewal
- Monitor the financial health of asset-related reserves and funding strategies, providing data-driven insights to Council, SMT, and the public
- Design and implement corporate financial policies and business processes governing the City's financial transactions
- Ensure strong financial governance and internal control frameworks, including segregation of duties, documentation standards, and clearly

defined system access levels, including appropriate financial delegation authorities

- Oversee enterprise risk mitigation related to financial operations and ensure compliance with applicable legislation and regulations
- Provide executive oversight of the City's Enterprise Resource Planning (ERP) platform and financial systems, working collaboratively with Information Technology to support system integration, digital automation of internal controls, and operational effectiveness
- Identify opportunities for financial optimization, including cost control, service optimization, and improved financial reporting capabilities to support evidence-based decision-making
- Provide strategic oversight of key financial operations, including taxation and utility billing and collections, and purchasing, while also providing expertise on development financing matters such as development charges, front-end agreements, and growth-related revenue forecasting
- Support and lead activity-based costing with the Operating Departments and evidence-based decision making

As a member of the leadership team:

- Develop and implement strategic goals, priorities, and measurements, consistent with performance management, engaging a continuous improvement mindset and recommend improvements to the Senior Management Team (SMT) and Council
- Conduct reviews and analysis of organizational service objectives and ensure standards are achieved
- Complete continuous research and analysis of industry trends to recommend programs to Director, CAO, and/or Council
- Demonstrate leadership in supporting team members, providing feedback, and/or corrective action as needed
- Estimate budget requirements, making recommendations to inform current and future expenditures
- Procure services and goods related to areas of responsibility
- Authorize time off requests, time worked, and overtime costs
- Manage stakeholder interactions in the supply and receipt information, and analysis and resolution of issues
- Manage customer service concerns, investigating, problem solving, and responding as appropriate

- Administer public relations activities on behalf of the department, identifying and communicating with all necessary audiences
- Prepare comprehensive statistical reports to support department reporting requirements and decision making
- Ensure collaborative partnerships are formed and maintained inside of the organization
- Create and maintain a cohesive team environment to support staff to achieve objectives
- Responsible for the hiring, onboarding, performance management, and supervision of staff in a unionized environment, in consultation with People Services
- Administer the terms of the applicable Collective Agreements, in collaboration with People Services; act as a supervisor under the *Occupational Health and Safety Act* (OHSa)
- Perform other related duties as assigned

Qualifications:

- Post-secondary degree in Accounting, Finance or a related field
- Canadian Accounting designation
- Minimum ten (10) years of related progressive experience, with experience in a municipal or other government organization
- Demonstrated leadership and management skills at a level to ensure successful program and employee performance outcomes and management
- Demonstrated knowledge and application of financial budget and business planning processes
- Possess and demonstrate the knowledge, skills and personal attributes as described in the key performance competencies outlined below
- Proficient in Microsoft Office suite of applications, audio/video conferencing, the internet and any other related software
- Possess and maintain a valid Ontario Class "G" Driver's Licence or the ability to frequently attend work related activities at various sites within the municipality or at other sites within Ontario
- Upon a conditional offer of employment, a Criminal Record Check will be required



Chief Financial Officer

The City of Kawartha Lakes is an equal opportunity employer committed to building an inclusive and supportive workplace. We welcome applications from qualified candidates of all backgrounds and experiences.

We are dedicated to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you are contacted regarding a job opportunity, please let us know of any accommodations you may require. We will work with you to ensure your needs are met throughout the recruitment and selection process.

Applicants must be prepared for skill testing.

Interested applicants are encouraged to apply by April 12, 2026 through the Careers page on our website:

<https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CITYOFKA&ws=37&rid=2980>