

The District Municipality of Muskoka is currently recruiting for a

Manager, Financial Planning and Policy



Posting Date: Wednesday, April 2, 2025

Closing Date: Wednesday, April 16, 2025 @ 12:00 NOON

Starting Rate: \$97,674

Salary Range: \$97,674 - \$114,265

Hours of Work: 37.5 hours per week

Classification: Management

Status: Permanent full-time

The District:

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [It's what we do!](#)

The Opportunity:

The Manager, Financial Planning and Policy will provide strategic thinking, technical expertise, and oversight of all aspects of the District's capital budgeting process, including supporting preparation and reporting of the rate and tax supported annual capital budgets, development charges administration, variance reporting, long-term financial planning, tax policy analysis, and investment administration. This role also ensures financial practices align with evolving municipal, provincial, and legislative requirements while fostering financial sustainability and accountability.

What you will do:

- Lead the preparation, analysis, coordination, and administration of the District's rate and tax supported capital budgets and multi-year capital forecasts in alignment with the District's Asset Management Plan.
- Collaborate with departments to evaluate capital project proposals, ensuring alignment with strategic priorities, financial feasibility, service delivery goals, and asset management planning tools and systems.
- Lead the preparation of quarterly variance reports for capital projects, identifying trends, highlighting risks, and deviations from approved budgets.
- Oversee the administration of development charges in compliance with the Development Charges Act, ensuring accurate collection, allocation, and reporting
- Monitor and update development charges by-laws as required, including forecasting revenues and coordinating stakeholder consultations.
- Make recommendations on financial strategies to ensure sustainable infrastructure investment & fiscal health.
- Support the annual review of the District's Investment Policy Statement and make recommendations by completing detailed analyses of budgeted reserve balances and capital plan requirements.
- Monitor cash flow and reserve fund balances to ensure investment portfolio has a balanced mix of short-term and long-term basket of investments for optimal returns.
- Identify and analyze provincial legislation changes affecting municipal governments in Ontario, including their financial and operational impacts.
- Work closely with internal departments, external stakeholders, and Committee and Council members to communicate budget priorities, financial plans, and policy updates.
- Identify opportunities for automation to increase efficiency, accuracy, and transparency in capital budgeting, financial reporting, investment tracking, and tax administration.
- Leverage automation to generate real-time dashboards and alerts for key financial metrics.
- Stay current on emerging trends and best practices in financial technology and process automation.

What you will need:

- Bachelor's degree in Finance, Accounting, Business Admin, Economics, Public Policy or a related field.
- A recognized accounting designation (CPA, CFA, CMA, or CGA) or equivalent financial certification or designations or post-graduate (Masters or equivalent) education in public administration, finance, or a related discipline.
- Minimum of 4 to 7 years of progressively responsible & related experience.
- Demonstrated experience managing development charges, capital project reporting, and investment portfolios in a public sector environment.
- Proven track record in financial process automation, digital transformation initiatives, and leveraging financial technology solutions.
- Experience with municipal budgeting, legislative compliance, and engagement with Council or committees.
- Expertise in preparing capital budgets, long-term financial forecasts, and variance reports with a focus on risk identification and mitigation.
- Knowledge of asset management principles and capital project lifecycle planning.
- Proficient in financial software and enterprise resource planning (ERP) systems, with experience in process automation and data visualization tools.
- Strong leadership skills with ability to mentor and guide teams, foster collaboration, and manage projects.

- Excellent communication, presentation, and stakeholder engagement skills.
- High level of integrity, attention to detail, and commitment to continuous improvement.
- Knowledge of investment management practices, including cash flow forecasting and reporting.

What we are offering:

The District is proud to offer the following benefits with this job:

- Health benefits
- Paid vacation
- Paid leaves
- OMERS pension
- Work-life flexibility
- Perks and discounts
- Wellness programs
- Fostering and fun environment
- Professional development and education opportunities
- Pay range progression based on length of time in the job and satisfactory performance

The Next Step

If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), submit your application using the apply now link below.

[APPLY NOW](#) or visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Department](#).