Director of Financial & Budget Services
Job Description

General job information

Job Family:	Executive Leader's Team	**Job Number:**	ELT-03
Job Title:	Director of Financial & Budget Services		
Business Unit:	ELT	**Reports to:**	CEO
Supervisory:	Yes	**Pay Grade/Band:**	6

Job Summary

Reporting to the CEO, the Director of Financial & Budget Services provides strategic leadership and operational oversight of PHC's financial management, accounting, payroll, and administrative systems. This role is responsible for ensuring the integrity and accuracy of all financial processes and systems, maintaining compliance with legislative and regulatory requirements, and supporting the organization's broader goals through effective financial planning and analysis.

The Director leads the development, implementation, and monitoring of operating and capital budgets, oversees payroll administration, coordinates the annual audit process, and manages financial reporting for internal operations and external contracts. This includes reporting to stakeholders such as the Board of Directors, The Service Manager, and funding partners.

The Director plays a critical role in supporting PHC's financial sustainability and operational efficiency, working closely with senior leadership, department managers, and third-party providers. This position fosters a culture of accountability, continuous improvement, and service excellence by providing financial insights, supporting informed decision-making, and ensuring that financial and administrative functions align with the organization's mission and strategic priorities.

The Director also serves as the primary point of contact for PHC's Corporate Management Reporting (CMR) system, ensuring timely and accurate reporting in alignment with internal and external requirements.

PETERBOROUGH HOUSING CORPORATION

Main Responsibilities

Strategic Financial Planning and Advisory

- Collaborate with the CEO and Executive Team to provide financial insights, scenario planning, and data-driven analysis that supports strategic decision-making and long-term organizational objectives.
- Lead the development and coordination of PHC's annual operating and capital budgets, ensuring alignment with corporate strategic priorities, service goals, and compliance with municipal service agreements and regulatory obligations.
- Prepare long-range financial plans, forecasts, and funding models that anticipate emerging trends, cost drivers, and growth scenarios across the portfolio and operations.
- Conduct financial impact assessments for proposed initiatives, service model changes, development projects, and partnership agreements to guide executive and Board decision-making.
- Participate in the development of strategic business cases and submissions for external funding, grants, and multi-year capital investments.
- Monitor external economic, legislative, and funding changes (e.g., provincial budgets, CMHC policy, inflationary pressures) and advise the Executive Team on potential organizational impacts and mitigation strategies.
- Contribute to multi-year organizational planning processes by identifying opportunities for financial innovation, operational efficiencies, and improved resource allocation.
- Represent PHC at meetings with the Service Manager and other key stakeholders regarding funding frameworks, financial agreements, and accountability reporting.
- Support Board and committee engagement by preparing clear, concise financial presentations and contributing to strategic planning sessions and reporting.

Financial Reporting, Analysis, and Audit

- Manage the preparation and review of timely, accurate, and comprehensive financial reports for internal and external stakeholders, including monthly and quarterly financial statements, budget-to-actual variance analyses, cash flow forecasts, and year-end summaries.
- Ensure that financial reporting complies with municipal funding agreements, and internal financial policies and procedures.
- Lead the coordination and execution of the annual external audit process for PHC and its subsidiaries, including the preparation of audit working papers, reconciliations, and supporting schedules; serve as primary liaison to external auditors and address all audit inquiries.

- Ensure the timely submission of financial reports and compliance documentation to the Board of Directors, the Service Manager (City of Peterborough), CMHC, the Ministry of Municipal Affairs and Housing (MAH), and other funding or regulatory bodies, as required.
- Analyze historical and current financial trends to identify operational pressures, funding gaps, or opportunities for cost optimization and improved resource utilization.
- Support multi-year funding and capital planning by developing analytical reports and dashboards that monitor key financial performance indicators (KPIs) and highlight risks or emerging issues.
- Develop and maintain financial reporting templates, tools, and systems to streamline reporting processes, improve accuracy, and enhance decision-making.
- Maintain robust financial records and documentation to support transparency, audit readiness, and continuity of reporting.
- Provide technical support and training to internal stakeholders (e.g., directors and managers) to enhance their understanding of financial reports and build capacity for local-level budget monitoring and planning.

Accounting Operations and Internal Controls

- Oversee general ledger functions, journal entries, bank and account reconciliations, and monthly closings to ensure accuracy, completeness, and the integrity of financial data.
- Maintain and refine the financial chart of accounts, cost structures, and allocation models in alignment with Public Sector Accounting Standards (PSAS), organizational priorities, and funding requirements.
- Ensure that all accounting activities and transactions comply with relevant legislation, regulatory requirements, organizational financial policies, and applicable audit standards.
- Establish, monitor, and regularly review internal control procedures to mitigate risk, ensure accountability, and safeguard PHC's financial assets and resources.
- Provide leadership in the continuous review and improvement of financial processes, ensuring efficiency, transparency, and consistency across the organization.
- Lead or support the implementation, configuration, and optimization of financial systems and software (e.g., financial software, payroll platforms, Excel-based models), ensuring systems are reliable, secure, and meet evolving organizational needs.
- Maintain accurate documentation of accounting policies, workflows, and control procedures for audit preparedness and operational continuity.

- Conduct periodic internal audits and reviews of financial operations to ensure compliance and identify opportunities for improvement.
- Support cross-training and knowledge-sharing within the finance team to ensure continuity of accounting functions and system literacy.

Payroll Administration

- Manage the full payroll cycle, including payroll processing, salary adjustments, retroactive pay, and year-end reporting (e.g., T4s), ensuring accuracy and timeliness.
- Ensure compliance with the Employment Standards Act (ESA), applicable collective agreements, PHC's internal payroll and HR policies, and all federal/provincial statutory obligations (e.g., CRA remittances, WSIB, EI, CPP).
- Maintain accurate and confidential payroll records to ensure audit readiness and data integrity.
- Monitor changes in employment legislation, pension regulations, and collective agreements to ensure ongoing compliance and to identify policy updates or process improvements.
- Collaborate with Human Resources to ensure alignment between payroll, benefits, and employee records (e.g., leaves of absence, job changes, terminations), and OMERS pension contributions.
- Provide coaching and support to managers on payroll inquiries, entitlements, and compensation administration.
- Support the implementation and continuous improvement of payroll systems and workflows to enhance efficiency, reporting, and user experience.

Budget Support and Departmental Advisory

- Provide training, tools, and ongoing support to staff to enhance their financial literacy and enable effective management of departmental budgets, forecasting, and reporting responsibilities.
- Lead the preparation and coordination of annual and mid-year budget review processes, including the development of budget templates, instructions, and timelines to ensure consistency and compliance with PHC's financial policies.
- Facilitate budget planning meetings with departments to ensure alignment between financial resources, service delivery goals, and organizational priorities.
- Collaborate with departments to evaluate funding needs, assess financial implications of operational plans, and develop cost-effective strategies to meet service demands.

- Ensure that departmental resource allocations are aligned with PHC's strategic plan, and applicable funding guidelines or restrictions.
- Monitor spending throughout the fiscal year and provide regular budget status updates to department leaders; identify and flag emerging pressures or underutilized resources.
- Support departments in developing mitigation strategies for budget variances, including reallocation proposals, funding adjustments, or cost control measures.
- Act as a financial advisor and liaison to department heads, offering guidance on expenditure planning, staffing proposals, grant reporting, and project cost tracking.

Administrative Services

- Manage day-to-day administrative operations related to finance, including the procurement and tracking of office supplies, equipment, and administration service needs.
- Oversee organizational insurance policies and risk coverage**,** ensuring adequate protection of assets, property, liability, and employee-related risks; liaise with brokers, insurers, and internal stakeholders to review coverage, file claims, and manage renewals in alignment with organizational needs and regulatory obligations.
- Oversee the financial components of external service contracts, including third-party property management agreements, ensuring accurate funding allocations, timely disbursements, and compliance with contract terms.
- Ensure that all billing, invoicing, and financial reporting associated with external funding and service agreements are completed accurately and on schedule, including regular reporting to funders such as the Service Manager, CMHC, and MAH.
- Monitor contract performance from a financial perspective, identifying risks, over- or under-utilization of funding, and potential opportunities for contract optimization.
- Collaborate with managers and directors to ensure accurate financial coding, tracking, and alignment with contract deliverables.
- Assist with tangible capital asset inventory and ensure appropriate tracking and documentation of buildings, equipment, furnishings, and other assets across the organization.
- Support the development, review, and implementation of administrative procedures and internal workflows to promote operational efficiency, accountability, and compliance.
- Coordinate with internal departments and external vendors to resolve discrepancies, audit issues, or concerns related to billing, service delivery, or contract compliance.
- Ensure all administrative and financial records related to contract services are properly maintained, auditable, and accessible for internal review or external reporting requirements.

Team Leadership and Organizational Support

- Supervise finance and payroll staff**,** providing coaching, performance management, task delegation, and opportunities for professional development to build capacity and resilience.
- Foster a culture of accountability, continuous improvement, collaboration, and service excellence across functions, reinforcing PHC's mission and values.
- Promote cross-functional collaboration, working closely with Human Resources, and the Operations Division to align financial services with operational needs and strategic goals.
- Develop and implement internal training resources, onboarding procedures, and knowledge transfer practices to ensure consistency, and succession planning
- Participate actively in organizational committees, leadership meetings, and strategic initiatives**,** ensuring financial considerations are embedded in organizational planning, risk management, and decision-making frameworks.
- Provide financial guidance and support to department leaders**,** fostering strong internal partnerships and financial literacy throughout the organization.
- Support the CEO in special projects, strategic reviews, and administrative reporting processes.

Employee Engagement and Workplace Culture

- Drive employee engagement initiatives, leading programs to enhance workplace culture, support diversity and inclusion, and promote a respectful and collaborative environment.
- Work closely with the CEO and ELT to implement strategies that strengthen employee satisfaction, retention, and commitment to PHC's mission and values.
- Facilitate open and transparent internal communication, ensuring employees are well-informed, aligned with PHC's strategic direction, and invited to contribute ideas and feedback that help shape organizational priorities.

Financial Scope

- Authorized to approve expenditures and make purchases on behalf of the corporation in accordance with PHC's Procurement Policy and Procedures, including the establishment and oversight of purchase orders, service contracts, and vendor agreements.
- Holds delegated financial signing authority for operating and capital budgets as defined by PHC's Delegation of Authority framework.

- Provide advisory oversight of departmental budgets, special projects, capital initiatives, and external funding allocations, ensuring financial integrity and compliance with funding terms.
- Monitors procurement thresholds and budgetary limits, ensuring adherence to competitive procurement standards and the effective use of public resources.
- Reviews and authorizes contract payments, invoices, and vendor agreements, ensuring services and deliverables meet contract terms before disbursement.
- Supports the CEO and Executive Leadership Team in making financially informed decisions through oversight of multi-year forecasts, cash flow analysis, and long-term planning.
- Plays a lead role in developing and updating financial policies and internal controls to mitigate risk, prevent fraud, and ensure transparency across the organization's financial operation

Required Qualifications

1. Post-secondary degree Accounting, Finance, or Business Administration.
2. Chartered Professional Accountant (CPA) designation in good standing.
3. Minimum 7 years of progressive experience in financial management, payroll, or accounting with a minimum of 5 years in a leadership role.
4. Demonstrated knowledge of budget planning, financial forecasting, reporting, and analysis in a multi-stakeholder environment.
5. Strong understanding of internal controls, audit processes, and public sector financial practices.
6. Experience in managing payroll administration, including statutory remittances, benefit programs, and pension systems
7. Supervisory experience with ability to lead and support staff in a unionized environment.
8. Demonstrated ability to manage multiple priorities and deadlines while maintaining a high level of accuracy and attention to detail.
9. Advanced proficiency in MS Office Suite, and database software applications.
10. Strong interpersonal, written, and verbal communication skills, with the ability to present financial information clearly to non-financial audiences.
11. Skilled in collaborating across departments and building effective relationships with internal and external stakeholders, including auditors and funding partners.
12. Valid driver's license, insurance, and access to a reliable vehicle, with the ability to travel as needed.
13. Experience in the non-profit or housing sector is an asset.
14. Acceptable Police Sector check.

Competencies

Competency	Definition	Behavioural Description
Strategic Direction & Execution	Contributes to the organization by understanding and aligning actions with the organization's goals, core functions, needs, and values. Seeks out and incorporates multiple perspectives, experiences, and industry trends to develop a holistic perspective. Operationalizes ideas within the business model. Displays critical thinking when faced with a challenge by asking probing questions and looking for connections.	Integrates the organization's mission, vision, and values into daily and strategic work and inspires others to model them in their own behavior. • Uses knowledge of the organization's standing within the competitive, political, social, and economic environment to guide decisions and achieve objectives. • Tracks industry trends and anticipates challenges to proactively solve problems. • Advocates achieving key performance indicators using knowledge of how functions and processes contribute to attaining organizational goals. • Collaborates with other leaders to set the department's priorities in alignment with the larger strategic direction of the organization to ensure cross-functional alignment. • Coaches others on the strategic vision of the organization and articulates its impact on team members. • Develops, communicates, and executes action plans to achieve departmental goals. • Accounts for the business model and resourcing constraints when executing initiatives.
Customer Focus	Takes time to analyze and understand the needs of both internal and external customers. Asks for feedback and incorporates into products and services. Ensures the customer experience is a key requirement in the design and development of all	Builds strong, long-lasting customer relationships on the foundation of trust and open communication. • Anticipates internal and external customer needs and incorporates them into goal setting, products, and services. • Identifies new opportunities for developing new internal and external customer bases. • Prioritizes and continuously communicates the importance of exceptional customer service. • Forms strategic relationships with other organizations to improve the customer experience. • Fosters a customer-oriented culture at the organizational level.

	products and services.	
Relationship Building	Relates comfortably with people across levels, functions, cultures, and geographies. Builds rapport in an open, friendly, and accepting way, even when facing difficult or tense situations. Identifies interpersonal and group dynamics and reacts effectively. Solicits input from others constantly and listens with empathy and concern. Identifies information that is relevant and helpful for others and shares it as appropriate.	• Builds and maintains strategic partnerships with all business units in the organization and works together to achieve business goals. • Expertly navigates complex interpersonal and group dynamics of stakeholders across the organization. • Rallies others to share feedback, actively encouraging and celebrating differing perspectives. • Fosters a culture that supports intra-departmental relationships and information sharing throughout the organization to break down silos and barriers.
Collaborative	Works well with others both on the team and cross-functionally to achieve individual, team, department, or organizational goals. Values diverse input and working with others as a way to achieve the best output possible.	• Breaks down silos to achieve inter-departmental collaboration. • Uses an inclusive and consultative approach in setting team goals and making team decisions. • Recognizes and rewards collaboration throughout the organization and openly shares credit for team accomplishments. • Fosters a culture of collaboration that leverages team members' strengths, even when the team is remote or virtual. • Values diverse teams and understands the importance of differing perspectives to develop unique solutions or ideas.

Innovating	Integrates experience, external analysis, and trends to think beyond traditional models, recognize opportunities, and find new and better ways of doing things. Is open to experimentation to drive innovation. Displays curiosity. Operates effectively in an environment of uncertainty and displays flexibility.	• Encourages individuals to research, seek out opportunities, and champion improvements to processes and outputs. • Coaches others to innovate and experiment with novel ideas and approaches. • Synthesizes ideas and insights provided by a wide spectrum of sources. • Recognizes and rewards creativity and innovation. • Communicates value of both successful and unsuccessful ideas to encourage sustained efforts toward innovation. • Ingrains a practice of analyzing and integrating lessons learned from both successes and failures.
Leading Through Change	Adjusts thinking and behavior to resiliently face change, and uses experience to fuel growth. Enables the process of change and transition while helping others deal with the effects of change. Displays self-awareness of their personal reaction to change and regulates their response. Acts as a change champion, communicating the why behind the change and aligning with the organizational direction.	• Coaches leaders to effectively lead through change, manage resistance, and approach change with resilience. • Ensures others are supported as they adjust to new changes. • Identifies and mitigates obstacles to change by inviting input and feedback from multiple levels of stakeholders. • Anticipates and proactively plans to mitigate the obstacles, risks, and operational disruptions caused by change initiatives. • Plans, implements, and communicates change initiatives, adjusting plans as necessary. • Presents the business need for change in positive but realistic terms. • Readily adapts to change and role models behaviors that facilitate change adoption and sustainment. • Aligns change initiatives with the organizational direction, adoption, and sustainment of change.

Negotiation	Negotiates in a manner that results in positive business outcomes while maintaining strong relations with the other party.	• Consistently uses effective negotiation techniques to gain consensus with others when representing the organization, including in high-risk situations. • Negotiates complex, innovative, or contentious issues (e.g. acquisitions, policies, and complex business contracts) to generate significant business opportunities for the organization. • Uses complex negotiation strategies to uncover new options or opportunities for the organization. • Listens, questions, and challenges others' proposals without damaging relationships. • Coaches peers and direct reports on how to effectively negotiate. • Assumes full responsibility for negotiation outcomes and meeting deadlines for decisions or solutions. • Uses trust and accountability to develop and maintain long-term relationships. • Understands environmental factors that may impact the negotiation process and uses it to the advantage of the organization.
Communicative	Genuinely and intentionally communicates. Relays key messages effectively, targeted to specific audiences. Identifies others' communication styles and perspectives, adjusting language and approach accordingly. Employs active listening to understand, rather than reply. Asks for, integrates, and values feedback from	• Shows respect for others' perspectives. • Ensures communications are cascaded at the departmental level. • Engages stakeholders using appropriate communication methods and timelines to achieve desired outcomes. • Actively leads and facilitates forums for discussions and idea-sharing. • Accurately interprets how they are perceived by others. • Coaches others on how to craft effective messages for the target audience. • Discusses contentious issues without getting defensive and maintains a professional tone. • Adapts communication style based on target audience to influence action.

	team, peers, and leaders.	
Influencing	Develops a leadership presence in the organization. Intentionally forms strong, trusting relationships. Manages up, down, and across effectively by anticipating and responding proactively to stakeholder reactions. Leverages their understanding of stakeholder management to influence perception and direction.	• Builds upon successes to support reputation as a trustworthy leader and gain acceptance for new ideas. • Draws on trusting relationships to garner support for ideas and action. • Takes a strategic approach to influencing others by identifying stakeholder interests, common goals, and potential barriers. • Adeptly and appropriately leverages influence to achieve business unit outcomes. • Compels others to change attitudes, behaviors, or mindsets through active listening, empathy, and indirect negotiation.
Managing Risk	Identifies what is needed to achieve strategic or organizational objectives. Seeks out and incorporates multiple perspectives, experiences, and industry trends to develop a holistic perspective. Negotiates to achieve individual goals while thinking of the larger organizational implications. Operationalizes	• Collaborates with organizational leaders to establish and communicate long-term strategy and departmental goals. • Anticipates and mitigates obstacles and business disruptions that might prevent the achievement of departmental goals. • Analyzes departmental strengths and weaknesses. • Develops, communicates, and executes action plans to achieve departmental goals. • Accounts for the business model and resourcing constraints when executing initiatives. • Presents strong business cases for initiatives and resource allocation. • Monitors the alignment between the organization's vision, mission, and values and workplace decisions. • Encourages others to incorporate a diverse set

	ideas within the business model.	of internal and external perspectives when making decisions.
Curating the Employee Experience	Looks for opportunities across the employee lifecycle to engage and connect individually with each member of the team. Creates an environment where employees feel included, valued, informed, and engaged. Spends time on reflection to understand personal connection with organizational core values and alignment with self.	• Recognizes that team members' personal lives impact their experience at work and engages in empathetic conversations with employees to understand what adjustments or supports they may require. • Encourages, enables, and models moments of individual interaction and connection between team members through the employee lifecycle. • Openly communicates with team members to keep them informed, connected, and engaged, and coaches others to do the same. • Actively involves employees by soliciting, incorporating, and responding to their feedback about the employee experience. • Coaches others to reflect on the connection and alignment between themselves and the organizational core values.
Accountable	Takes ownership of outcomes, positive or negative, without blaming others within the team or cross-functionally. Recognizes when they are not approaching a situation with accountability but instead with a blame mindset. Takes accountability for assigned tasks and executes on deliverables in a timely manner.	• Provides regular feedback and suggests alternative approaches to meet organizational objectives. • Delegates responsibility and reallocates resources as needed to ensure that priorities are met for initiatives. • Identifies and plans to overcome barriers to accountability on the team. • Empowers others to seek out learning and development opportunities, rather than assigning blame. • Coaches others to be cognizant of their own mindset and intentionally take approaches to take ownership and accountability. • Honors commitments to themselves and others. • Embraces change and occasional failures as key path to excellence.

Managing Talent	Actively, intentionally, and continuously manages the entire talent lifecycle of their team including talent attraction, management of performance through goal setting, feedback, and coaching; ongoing support of talent; and personalized career development.	• Identifies opportunities to improve recruitment and leverages own network to support hiring efforts. • Demonstrates accountability for strategic people leadership goals and plans. • Encourages a culture with a mindful approach to coaching, employee performance, and employee engagement. • Fosters and promotes a culture where feedback is shared freely in all directions. • Inspires leaders to build their knowledge of coaching, their coaching mindsets, and their relationships with their direct reports. • Partners with HR and champions the improvement of organizational people practices. • Demonstrates belief in the value of people as individuals; leads the development of initiatives to improve employee engagement. • Creates opportunities to recognize the organizational contributions of individuals and teams.
Business Acumen & Financial Literacy	Makes decisions based on a solid understanding of the business goals, functions, processes, and the wider industry. Applies financial knowledge to address organizational needs. Demonstrates an understanding of the connections between business units and the larger organizational impact of decisions.	• Analyzes departmental strengths and weaknesses. • Uses experience in and knowledge of business practices to guide decision making and coach others. • Creates opportunities to connect with other functions to drive organizational objectives. • Effectively interprets and pulls insights from financial documents to support organizational needs. • Communicates in organization-specific language and has a strong understanding of industry-specific terms. • Coaches others to identify business problems and supports the implementation of solutions to drive organizational goals. • Identifies, establishes, and tracks relevant business and financial metrics to measure the

		success of projects within their department or function. • Develops and presents holistic business cases to leaders for projects and services using relevant business and financial metrics. • Proposes defensible departmental budgets and works to control expenditures in accordance with organizational financial goals.

Staff Reporting to the Director of Financial & Budget Services

Three (3).

Working Conditions
The standard work schedule for this position is 35 hours per week, with core hours between 8:30 a.m. and 4:30 p.m., Monday through Friday. As part of the non-union group, there are times when extended hours are required to attend meetings, community events, or respond to urgent situations.

This role is primarily based in a climate-controlled office environment, with occasional regional travel as needed. The position involves prolonged periods of visual and mental focus, requiring sustained concentration.

Confidentiality
All employees are required to sign and abide by Employee Confidentiality and Code of Conduct and Ethics Values.

Accommodation
Accommodation requests will be reviewed on an individual basis in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) and any other Federal or Provincial legislation.

Disclaimer
The statements contained in this job description reflect the general details necessary to describe the principal functions of this position, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.