

Director of Financial & Budget Services

Posting Number: 19-2025

Posting Date: September 5, 2025

Organizational Overview

Peterborough Housing Corporation (PHC) is the largest provider of community housing in the City and County of Peterborough, serving more than 4,000 residents. We offer rent-g geared-to-income and affordable housing options that support seniors, families, and individuals, helping to build stronger, more inclusive communities. As a community-based organization, PHC plays a vital role in ensuring residents have access to safe, stable, and affordable homes. Our work goes beyond housing, we are focused on fostering tenant well-being, building partnerships across the community, and contributing to broader solutions that address the region's housing challenges.

Position 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 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.

(Refer to Job Description for complete position summary)

Main Responsibilities

Strategic Financial Planning and Advisory: Working with the CEO and Executive Team, the Director will provide financial insights, scenario planning, and data analysis to drive strategic decision-making and achieve organizational objectives. The Director will lead the development of annual operating and capital plans, long-range financial plans,

and funding models, ensuring alignment with corporate priorities and regulatory obligations.

Financial Reporting, Analysis, and Audit: The Director will be responsible for managing the preparation and review of accurate and timely financial reports, including monthly, quarterly, and annual statements, along with ensuring compliance with funding agreements and financial policies. The Director leads the annual external audit process for PHC and its subsidiaries, serving as the primary liaison with auditors and ensuring timely preparation and submission of financial reports to key internal and external stakeholders.

Accounting Operations and Internal Controls: Responsibilities include overseeing general ledger functions, ensuring accurate financial data through journal entries, bank reconciliations, and maintaining compliance with Public Sector Accounting Standards, regulations, and internal policies. The role also involves establishing and reviewing internal controls to mitigate risks and safeguard assets, while leading the continuous improvement of financial processes and systems.

Payroll Administration: Provide oversight and direction for the entire payroll cycle, including processing, adjustments, and year-end reporting like T4s, while ensuring strict adherence to the Employment Standards Act, the Collective Agreement, PHC's internal payroll and HR policies, and all federal/provincial statutory obligations (e.g., CRA remittances, WSIB, EI, CPP).

Budget Support and Departmental Advisory: The Director will provide training, tools and ongoing support to staff to enhance their departmental budget management, forecasting, and reporting capabilities. The Director will lead and coordinate the annual and mid-year budget review processes, ensuring alignment with PHC's strategic plan and organizational priorities.

Administrative Services: The Director manages the day-to-day administrative and financial operations, including the procurement of office supplies, asset tracking, and oversight of corporate insurance policies and risk coverage. A key function includes overseeing the financial components of external service contracts, ensuring accurate billing, timely payments, and compliance with all funding agreements and regulations.

Team Leadership and Organizational Support: The Director focuses on leadership and development within the finance and payroll teams, encompassing supervision, coaching, and fostering a culture of accountability, collaboration, and continuous improvement aligned with PHC's values and mission. The Director will ensure cross-functional

collaboration, especially with HR and Operations, to integrate financial services with operational needs and strategic goals.

Financial Scope: The Director holds delegated financial signing authority for operating and capital budgets as defined by PHC's Delegation of Authority framework. Provides advisory oversight of departmental budgets, special projects, capital initiatives, and external funding allocations, ensuring financial integrity and compliance with funding terms.

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.

Application Information

Classification:	Non-Union Exempt	Competition Number:	19-2025
Salary Range:	\$89,899.71 to \$124,860.39 (2025 rates), salary will undergo review in 2025		
Starting Range:	\$89,899.71 to \$106,131.61		
Employment Status:	Permanent, Full-time - 35 hours per week		
Location:	PHC Administration Office, 526 McDonnell Street, Peterborough		

In addition to a competitive salary and a rewarding career where you can truly make a difference, PHC offers a comprehensive total rewards package designed to support employee health, well-being, and work-life balance, including:

- Four (4) weeks of paid annual vacation, increasing with years of service to a maximum of 6 weeks;
- Five (5) paid lieu days annually;
- Participation in the OMERS defined benefit pension plan, ensuring financial security for your future;
- Extended health and dental coverage, life insurance, and both short-term and long-term disability benefits. Additionally, PHC provides a Health Care Spending Account to help cover eligible health-related expenses;
- Employee Assistance Program (EAP) to support your mental and emotional well-being;
- Maternity leave top up program (93% of base salary);
- Ongoing personal and professional development opportunities for our staff through training programs and wellness initiatives;

Due to the nature of this position, the Director of Finance and Budget Services is required to be physically present at our administration office, and not a remote work position.

Qualified applicants are invited to submit one file containing a résumé and cover letter quoting file number **19-2025** on the file as well as in the subject line to [Human Resources](#).

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, Peterborough Housing Corporation will work collaboratively and respectfully with you in all stages of the recruitment process and throughout your

employment. If you require accommodation at any stage of the hiring process, please advise Human Resources.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application but advise that only those selected for an interview will be contacted.