

Director, Finance, Procurement & Logistics

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place, North York, ON M3C 2H4 (Don Mills and Eglinton)
Salary Range:	\$156,789 - \$197,518 per year
Hours of Work:	36.25 per week
Posting Date:	January 8, 2026
Closing Date:	January 26, 2026

Play a key leadership role in supporting democracy in Ontario as Director, Finance, Procurement & Logistics at Elections Ontario.

Who We Are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda across the province.

At the heart of our work is a commitment to democracy—making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

The Finance, Procurement & Logistics division of Elections Ontario (EO) is seeking a highly motivated and innovative leader to direct critical services for Elections Ontario, including the strategic implementation, and effective delivery of financial planning and analysis, procurement, logistics and facilities management.

What to Expect in this Role

Reporting to the Chief Administrative Officer, you will:

- Establish standards and direct the implementation of the planning, delivery, implementation and management of all Finance, Procurement and Logistics and Facilities services for EO.
- Direct the preparation and monitoring of the division's strategic and annual business plans and budgets.
- Identify strategic initiatives, process improvements, innovations and action plans relating to all aspects of the division's responsibility.
- Develop project proposals and business plans that align with the broader strategy and operating objectives of EO's associated budgets.

- Contribute to EO's strategic, financial and operational planning activities and provide corporate support to all units within EO.
- Focusing on day-to-day operations as well as election event planning, provide direction and leadership to the Finance, Procurement, Logistics and Facilities units including managing staff, operating plans and budgets, developing and submitting quarterly reporting forecasts and developing and managing contracts with external service providers.
- Direct the preparation of the annual Estimates submission to the Board of Internal Economy for expenditures under the *Election Act* and the *Election Finances Act*.
- Lead annual audit with the Office of the Auditor General.
- Direct the research and analysis of best business practices in other jurisdictions, considering legislative and policy changes and the impact on EO operations.
- Provide interpretation of the impact of legislation and prepare new or amended corporate policy and procedures.
- Participate as a member of the Senior Management Committee and work collaborative across the organization to identify strategic initiatives and action plans and develop project proposals and business plans to achieve critical EO goals and objectives.

What You Need to Qualify

- Highly developed financial acumen obtained through formal education and/or significant direct financial experience.
- MBA or CPA designation preferred.
- Minimum of 5 years in a leadership role, preferably in a multi-functional capacity.
- Proven expertise in coaching, leading and developing people.
- Highly developed leadership and decision-making skills.
- Exceptional interpersonal, communication, relationship management and partnership building skills.
- Demonstrated experience applying senior management and leadership practices, strategic and operational planning methods, techniques and theories and organizational management skills to design and implement corporate policies and procedures.
- Experience working in the public sector with knowledge of and experience in working with relevant federal and/or provincial legislation.
- Must be legally entitled to work in Canada.



Note: the successful candidate will be required to work in-office (no hybrid options).

How to Apply

Please submit your cover letter and resume as one attachment, quoting **File #EO-2025-03** in the subject line, to Jobs@elections.on.ca no later than **January 26, 2026**.

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to Request an Accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.