

Manager, Budgeting and Reporting

Position Status:	Permanent
Posting Status:	Open
Location:	(On-Site) 26 Prince Andrew Place, North York, Ontario M3C 2H4 (Don Mills and Eglinton)
Salary Range:	\$108,203 to \$152,511 per year
Hours of Work:	36.25 per week
Posting Date:	March 10, 2026
Closing Date:	March 24, 2026

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 in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

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.

Join our team

The Finance & Procurement division of Elections Ontario is seeking an innovative and motivated leader to lead a team of financial professionals to provide strategic financial planning, budgeting and reporting functions for Elections Ontario (EO).

What to expect in this role

Reporting to the Director, Finance & Procurement, you will:

- Manage and coordinate EO's annual financial planning and budgeting process, analyzing the financial impact of policies and strategic plans and providing analysis, advice and recommendations on financial budgets, forecasts, and implications for corporate priorities, multi-year plans and business operations.
- Provide strategic leadership in the delivery and evaluation of all financial management services and operations on key variances, and financial results.
- Lead in-year expenditure reporting including monitoring expenditures against budget, analyzing variances and preparing regular monthly/quarterly financial reports.

- Provide leadership, expertise and support in the design and post-implementation of a comprehensive system of financial and operational management controls for all EO's operating units.
- Support the development of key performance indicators for reporting and best practices and financial efficiencies, ensuring close alignment to EO's Strategic Plan.
- Manage relationships with internal/external stakeholders ensuring all financial documents are accurate and available for audit by the Provincial Auditor.
- Lead, coach and develop a team setting clear objectives, fostering accountability, and supporting continuous development.
- Lead/participate on various committees and coordinate the development and evaluation of policies, initiatives, projects and to address policy/project related issues and concerns.

What you need to qualify

- Post secondary degree or diploma in Finance, Accounting, Business or related field.
- Must have completion of Chartered Professional Accountant Designation.
- Demonstrated leadership, management, and administrative skills, including a minimum of five (5) years of experience leading teams, managing staff and day-to-day unit operations, providing operational and functional guidance, and effectively prioritizing work.
- Demonstrated strategic planning and leadership skills to deliver financial management services and operations for EO.
- Highly developed communication and judgment skills (verbal/written) to effectively and succinctly present to various levels and committees.
- Highly developed consultation, negotiation, political acuity and relationship management skills to successfully manage internal and external stakeholders.
- Demonstrated knowledge of project management and planning practices and methodologies and budgeting skills to plan/manage special projects of varying size, as well as project and unit budgets.
- Demonstrated analytical, problem solving, research and organizational skills.
- Knowledge and understanding of EO business operations, policies and procedures and electoral practices in Ontario.
- Knowledge and interpretive understanding of the financial and operational implications of the *Election Act*, the *Election Finances Act* and the *Taxpayer Protection Act* to design effective financial plans and systems.
- Must be legally entitled to work in Canada.



This position requires in-office presence five (5) days per week. There is no hybrid opportunity.

How to apply

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your cover letter and resume as one attachment, quoting File #EO-2026-36 in the subject line, to jobs@elections.on.ca no later than 4:00 pm March 24, 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.