



**Director of Finance and Administration  
Espanola ON**

**Permanent Full-Time  
Internal/External Posting**

Posted: March 12, 2025

Competition #2025-02-AD

**About us**

Manitoulin-Sudbury District Services Board (DSB) is looking for a self-motivated & energetic individual to join our industry-leading organization which works towards the delivery of high-quality services and programs to the residents of Manitoulin-Sudbury districts. Created by the provincial government, the DSB is responsible for overseeing and managing a range of services divested to the municipal order of government, including Ontario Works, Community Housing, Paramedic Services (Land Ambulance), and Early Learning and Child Care Services.

Our DSB is looking for your help to ensure the efficient delivery of services to the residents of Manitoulin-Sudbury districts. Be part of an organization that strives to provide quality services that meet the needs of our communities, and we work hard to ensure that the programs we offer are accessible and responsive to the diverse needs of our residents.

**Our Team**

The Manitoulin-Sudbury District Services Board is comprised of 14 board members and has been in existence for 25 years. With three main departments, Integrated Human Services, Paramedic Services, and Administration, and over 200 employees, we service a large geographical area totaling 45,000 square km. Our organization is responsible for the development and execution of annual budgets exceeding \$50 million. We are proud to serve our communities, and we remain committed to our mission of delivering effective, fair, and safe services to our residents.

**The Opportunity**

Under the direction of the Chief Administrative Officer and as a member of the Senior Management team, the **Director of Finance and Administration** is responsible for the overall strategic management, direction, and operation of the Division including Finance, Information Technology and Human Resources Coordination.

**Required Qualifications Include:**

- Post-Secondary degree in Business, Commerce, Accounting, or a related field from a recognized institution with Canadian Accreditation
- **Recognized professional accounting designation (CPA) is a must.**

- Minimum of 5 years of senior management level experience in a public sector environment.
- Extensive experience in financial accounting and reporting, budgeting and forecasting, risk management, and financial strategic planning.
- Experience working in municipal government organizations, understanding financial roles and responsibilities, regulatory requirements, and a broad understanding of the sector.
- Excellent written and oral communication skills, including presentation skills and preparation of Board reports, exhibiting the ability to simplify and communicate complex issues for a cross-section of audiences such as the Board and management team.
- Ability to lead with credibility, integrity, and trust while achieving results and fostering a positive team culture.
- Valid Ontario Class 'G' driver's license.

**Responsibilities Include:**

- Directs the organization's overall financial management and develops and implements accounting systems and procedures to facilitate the financial operation and reporting of the MSDSB within legislative requirements.
- Leads the development, preparation, and submission of Board and Provincial budgets, ensuring the financial functions of the Board are conducted in a timely manner and in compliance with legislative requirements and policies of the Board.
- Development and responsibility for asset and risk management plans; ensuring the development of appropriate internal and external reporting for regulatory compliance purposes.
- Facilitates and completes financial reporting of all programs for the organization (i.e. preparation of budgets, forecasts, financial statements, quarterly reports, provincial reporting and year-end reconciliations, including risk assessments.), provides key highlights, anticipates trends, and communicates implications.
- Partners with the senior leadership team in strategic decision-making and operations.
- Advises program Directors and Managers in all financial matters and monitors program finances and funding, developing plans for corrective action if necessary.
- Designs and monitors internal control systems throughout the organization to safeguard the organization's assets. Ensures proper controls and systems are in place, documented, and understood to ensure successful audits concerning compliance and regulations.
- Sets the Municipal Levy in a method consistent with Board Policy.

A full copy of the job description, including full qualifications and responsibilities, is available upon request from [jobs@msdsb.net](mailto:jobs@msdsb.net).

Bilingualism English/French is considered an asset.

## What We Offer

- Competitive salary
- Employer-matched pension plan, group health benefits which include optical, dental, drug, and extended health benefits, and a wellness program that is available to spouses and children.
- Career growth
- Diverse and inclusive work culture
- Continuing education for staff

**Salary Range:** \$121,231 to 141,823 per annum. Salary will be commensurate with experience and qualifications.

At the Manitoulin-Sudbury District Services Board, we are committed to creating an inclusive work environment that values diversity and encourages individuals to express their ideas and opinions. We believe that every member of our staff should feel heard and supported. We understand that the success of our organization relies on the unique perspectives and experiences that each team member brings to the table. That's why we treat each other with fairness and dignity, regardless of personal characteristics like race, gender, nationality, ethnicity, religion, age, or sexual orientation. We believe that by promoting inclusivity and diversity, we can foster a supportive and productive workplace culture that benefits everyone.

Manitoulin-Sudbury District Services Board *is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (2005).*

Manitoulin-Sudbury District Services Board *will provide accommodation to job applicants with disabilities throughout the recruitment process. If you require an accommodation, please notify us and we will work with you to meet your needs.*

Interested individuals are invited to submit a cover letter and a résumé outlining their education, skills, qualifications, and experience and how they relate to this position no later than **April 4, 2025, 4:30 p.m.**

Please apply using the link below.

[Director of Finance and Administration](#)

Information gathered relative to this position is done in accordance with the Municipal Freedom of information and Protection of Privacy Act and will only be used for candidate selection. While all responses are appreciated; only applicants selected for an interview will be contacted.