

The District Municipality of Muskoka is currently recruiting for a Director, Finance



Posting Date: Wednesday, October 14, 2026

Closing Date: Open until filled

Starting Rate: \$145,612 annually

Salary Range: \$145,612 - \$170,346 annually

Hours of Work: 37.5 hours per week

Location: 70 Pine Street, Bracebridge

Classification: Management, Class M6

Status: Permanent full-time

This job posting is for an existing vacancy.

The District:

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [It's what we do!](#)

The Opportunity:

The Director, Finance provides strategic and operational leadership for the District's Finance Department and core financial administration functions. The position is accountable for the reliable, compliant, and continuous delivery of financial operations, including financial reporting, payroll and benefits, accounts payable and receivable, banking, cash management, financial systems, internal controls, and audit coordination. The Director, Finance supports sound financial stewardship and provides financial advice to the Commissioner, senior management, Standing Committees, and District Council.

What you will do:

- Oversees all aspects of the employee lifecycle for Finance staff including organizational and workforce planning, recruitment and selection, onboarding, scheduling, performance management, attendance management, professional development, succession planning, employee engagement, and the resolution of labour-relations matters in consultation with Human Resources and the Commissioner, Finance and Corporate Services.
- Establish departmental priorities, direct work planning and service delivery, and provide direction, coaching, technical expertise, and support to managers, supervisors, and staff to maintain effective, responsive, and continuous finance services.
- Direct the day-to-day administration and continuous improvement of core financial operations, including accounts payable, accounts receivable, payroll, benefits administration, banking, cash management, reconciliation, financial reporting, audit coordination, and financial systems.
- Lead the annual audit of the District's consolidated financial statements, including the financial statements of Muskoka Municipal Non-Profit Housing Corporation and Muskoka Airport Inc. Municipal Service Corporation; coordinate audit requirements, review results, and support the timely completion of required financial statements.
- Oversee the preparation, review, and timely submission of financial reports, returns, and other required submissions for federal, provincial, municipal, regulatory, and funding bodies; analyze monthly and periodic results and identify emerging issues, risks, and corrective actions.
- Ensure the accurate, timely, secure, and confidential processing of payroll and benefits, vendor payments, customer billings and collections, statutory remittances, banking transactions, and other financial transactions in accordance with legislation, agreements, policies, procedures, and internal controls.
- Establish, maintain, and monitor the financial-control environment, including controls for financial reporting, segregation of duties, delegated financial authorities, payroll, revenues, receivables, payables, procurement, banking, and financial records; identify deficiencies and implement corrective action.
- Lead the development, maintenance, security, and continuous improvement of financial systems, processes, and records; work with Information Technology Services and vendors to identify requirements, manage change, address issues, and support reliable financial information.
- Prepare and present reports, analysis, advice, and recommendations on financial operations, audit matters, internal controls, risks, policies, and emerging issues to the Commissioner, senior management, Standing Committees, District Council, and other stakeholders.
- Fulfill Deputy Treasurer responsibilities, including exercising delegated authority and acting on behalf of the Treasurer, in accordance with applicable legislation, District by-laws, and policies.
- Represent the Finance Department and the District on municipal organizations, committees, working groups, professional associations, and intergovernmental forums, as assigned.
- Related duties as assigned.

What you will need:

- University degree in commerce or business administration with a concentration in finance, accounting, or economics and a recognized professional accounting designation (CPA) or equivalent.
- Five to seven years of progressively responsible, directly related experience, including progressive management experience.
- Thorough knowledge of financial administration, purchasing, accounting, auditing, internal-control, payroll, and benefits principles and practices; applicable legislation and regulatory standards; provincial and federal reporting requirements; and computerized financial systems.
- Working knowledge of the Municipal Act, 2001, the Development Charges Act, 1997, and other legislation affecting municipalities.
- Knowledge of financial-reporting requirements and applicable Canadian public sector accounting standards.
- Ability to lead complex projects and initiatives using project-management, contract-administration, budget-planning and tracking, research, analytical, and problem-solving methods.
- Ability to prepare clear written materials and deliver presentations and briefings to senior management, Standing Committees, District Council, and other stakeholders; and to handle confidential or sensitive matters using sound judgment, tact, and discretion.
- Proficiency using computerized financial and office systems.

What we are offering:

The District is proud to offer the following benefits with this job:

- Health benefits
- Paid vacation
- Paid leaves
- OMERS pension
- Work-life flexibility
- Perks and discounts
- Wellness programs
- Fostering and fun environment
- Professional development and education opportunities
- Pay range progression based on length of time in the job and satisfactory performance

The Next Step

If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), submit your application using the apply now link below.

[APPLY NOW](#) or visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the

[Human Resources Department](#).