



Employment Opportunity

Manager of Revenue & Financial Planning (Full-time/Permanent)

The City of Summerside is seeking a dynamic, strategic, and collaborative professional to join our Finance Department as Revenue & Financial Planning Manager.

This newly created leadership position reflects the continued growth and evolution of the City's financial operations. The Revenue & Financial Planning Manager will play a key role in leading the City's financial planning, revenue management, budgeting, forecasting, and financial analysis functions, while supporting long-term organizational planning and decision-making.

Reporting to: Director of Financial Services

Key Responsibilities:

- Supporting and coordinating the City's annual operating and capital budget development processes
- Managing long-range financial planning and forecasting activities
- Monitoring and analyzing municipal revenues (property taxation, utility revenues, user fees and other revenue streams) and financial trends
- Preparing financial models, projections, and analytical reports to support strategic decision-making
- Developing and monitoring financial performance metrics and key indicators
- Assisting departments with budget preparation, financial analysis, and operational planning
- Supporting asset management and capital planning initiatives
- Identifying opportunities for process improvement, efficiencies, and enhanced financial reporting
- Assisting with policy development related to financial planning and revenue management
- Supervising assigned department staff
- Supporting organizational initiatives through collaboration with internal and external stakeholders
- Performing other related duties as assigned.

Qualifications and Competencies:

- University degree in Accounting, Finance, Business Administration, or a related field
- CPA designation required



- Minimum five (5) years of progressive financial management experience, preferably in municipal government or the public sector
- Experience in budgeting, forecasting, financial analysis, and strategic financial planning
- Strong analytical and problem-solving skills
- Advanced financial modeling and Excel skills
- Ability to interpret and summarize complex financial data
- Excellent organizational and project management skills
- Strong leadership and interpersonal skills
- Ability to communicate effectively with a wide range of stakeholders
- Strategic thinking and continuous improvement mindset
- Strong technological proficiency and adaptability
- Bilingualism (English/French) would be considered an asset.

What We Offer:

- Comprehensive employer paid medical and dental coverage
- Access to 24/7/365 virtual care via the medical provider
- Employer-paid Employee Assistance Program (EAP/EFAP)
- Pension plan
- Three weeks of vacation to start
- Supportive and welcoming work environment in a thriving community

Hours: 37.5 hours per week

Salary Range: \$98,739 – \$104,990

How to Apply:

Submit a confidential cover letter and resume outlining your qualifications and interest in the position. Please include “Manager of Revenue & Financial Planning” in the subject line of your email.

 **Email:** jobs@summerside.ca

 **Deadline to apply:** Thursday, October 8, 2026, at **1:00 PM (AST)**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Summerside is committed to creating an inclusive, respectful, and accessible workplace for all employees.