

Town of Caledon

make a difference



Job Title: Senior Project Manager, Financial Business Transformation (Contract up to 18 Months)

The Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity (Vacancy: New Headcount)

Reporting to the Treasurer, the Senior Project Manager leads the multi-year modernization of the Town's ERP system to drive cross-departmental value. This role oversees two strategic phases: first, selection and implementation of a new ERP system with core finance, procurement, and budgeting functions; and second, an integrated physical asset management improvement. As a strategic advisor, this role will manage end-to-end implementation while navigating emerging municipal trends and sector-wide challenges.

As the Senior Project Manager, Financial Business Transformation, you will perform the following duties, including but not limited to:

- Program manage the business modernization projects, gathering system requirements, identifying project risks, drafting an RFP, coordinating scoring and selection in line with procurement policies.
- Provide leadership in the creation of a scalable ERP and integrated physical asset management improvement.
- Draft and manage project charters, business case, risk register and project schedule Lead and/or support cross-departmental teams related to key strategic projects or initiatives.
- Develop comprehensive test scripts with departmental leads to identify bugs and validate system functionality for User Acceptance Testing (UAT) sessions.
- Work with the Finance Senior Business Analyst to ensure process flows and documentation are completed in support of initiatives.
- Lead cross-departmental leadership to resolve bottlenecks and negotiate resources for UAT sessions developing comprehensive test scripts with departmental leads to identify bugs and validate system functionality.



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

- Drive user adoption by coaching staff through technology transitions, focusing on the benefits of reduced manual workloads and improved efficiency.
- Standardize and document modernized finance, procurement, and budgeting requirements in collaboration with departmental SMEs.
- Align Finance and Asset Management modules to automate PSAB 3150 compliance and maintain a "single source of truth" per ISO 55000 standards.
- Perform additional duties and undertake special projects as assigned.

The Ideal Candidate

We are seeking an experienced professional with a post-secondary degree in Business Administration, Public Administration, Organizational Development or similar fields. Our ideal candidate has a minimum of five (5) years related experience in project management, municipal strategy or public policy, understanding and having worked with the Municipal Act is an asset and experience with ERPs (e.g., Microsoft Dynamics 365, Unit4, Oracle NetSuite, or add-ons such as Questica for budgeting) or similar applications.

Project Management Professional designation, Lean Green Belt or higher, and Accredited Municipal Professional (AMP), Accredited Asset Management Professional (CAMP) etc. designations are all assets.

The ideal candidate will have experience in research and analysis, policy development, corporate project management, stakeholder engagement, service improvement, organizational reviews, and performance management. We are seeking an individual who has strong leadership, analytical, problem solving, group facilitation, research, report writing, presentation, organizational, interpersonal, and team coordination and building skills.

The successful candidate for Senior Project Manager, Financial Business Transformation, will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers an hourly range of \$58.49 to \$73.11.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **July 28th, 2026, 12:00PM.***

The Town of Caledon does not use artificial intelligence (AI) technology for screening, assessing, or selecting candidates.

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542