

## JOB OPPORTUNITY

Human Resources Department

**POSITION: FINANCIAL ANALYST**

**REGION: Corporate Services**

**Community Living Toronto**, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

### QUALIFICATIONS:

University degree in Commerce/Business and enrolled in senior level CGA/CMA/CA program. Four years Progressive experience in Finance/Accounting which includes two years decision support experience. Extensive computer experience, especially ERP based financial system (preferably PeopleSoft) and Microsoft office applications (Excel, Access, Word and Outlook).

### JOB SUMMARY:

Provide support to senior and middle management in the use of financial information, including report development and library maintenance as well as assisting in budget development and decision support. Support other staff in their use of PeopleSoft and other computer applications.

### RESPONSIBILITIES:

Under the general supervision of the Senior Analyst Finance, this position is responsible for:

- Report development and revision; library maintenance, including appropriate report documentation (purpose of report, revisions, etc); complex reports identified by Senior Analyst, Manager or CFIO, using tools such as PeopleSoft, Excel, Access, and distribution of reports to Agency Management.
- Assist in budget development; including development of complex tools to consolidate and report on agency financial requirements, and providing support and information to Agency Management to assist them in understanding their financial requirements and developing appropriate operating and capital budgets for each program.
- Decision support; providing information to Agency management to assist them in understanding their spending patterns and make decisions that will result in efficient spending of agency resources, and to develop proposals to funders for new programs.

**HOURS OF WORK:** 7.5 hours per day

**TO APPLY:  
SEND YOUR COVER LETTER AND RESUME TO:**

**Careers@cltoronto.ca**

**PLEASE QUOTE JOB POSTING #E17-114**

**When required, accommodations for disabilities will be provided, on request.**

**We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contact for an interview.**