

## JOB OPPORTUNITY

Human Resources Department

**POSITION: SENIOR 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 business/Commerce and a finalist in CGA/CMA/CA program. Five years progressive experience in Finance/Accounting including two years' experience in decision support and supervisory. Extensive computer experience, especially ERP based financial system (preferably PeopleSoft) and Microsoft office applications (Excel, Access, Word and Outlook). Will consider equivalent combination of education and experience.

### JOB SUMMARY:

Provide support to senior and middle management in the use of financial information including, budget development, decision support, cash forecasting and internal audit. Support staff in their use of PeopleSoft and other computer applications.

### RESPONSIBILITIES:

Reporting to Deputy Chief Financial Officer, the successful candidate will:

- Complete work required to support month and year end, including preparation of journal entries, completion of account reconciliations as well as working papers and related back-up required for year end audit; investigate and resolve discrepancies.
- Work with Decision Support team where appropriate to develop an understanding of factors affecting agency's resources and provide related analyses to management.
- Investigate, test and recommend options to use PeopleSoft and Office products to streamline work and/or accommodate new or changed business processes affecting the accounting functions.
- Assist in reviewing processes and recommending changes to streamline work and/or accommodate new or changed business requirements.

**HOURS OF WORK:** 37.5 hours per week

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

**Careers@cltoronto.ca**

**PLEASE QUOTE JOB POSTING #E18-320**

**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 contacted for an interview.**