



## Career Opportunity - Management Category

### FINANCIAL ANALYST

Administrative Job Class

Permanent

\$62,822.86 - \$75,387.43

The Catholic Children's Aid Society of Toronto has a permanent opportunity available for a Financial Analyst reporting to the Manager, Budgeting and Reporting. The successful applicant will assist the manager with activities such as preparing financial reporting, budget estimates, variance analysis, and supporting the overall work of the unit and budget support and training to the Society program managers.

#### Duties Include:

Assist the manager in the preparation of budget estimates and preparing variance analysis;

- Estimate major costs based on existing and anticipated society and government policy and economic trends;
- Prepare worksheets for managers' as required and incorporate these proposals in the budget estimate;
- Communicate with management staff regarding adjustments required;
- Work with the Budget and Reporting Manager in preparing and consolidating, and summarizing the Annual Budget worksheets across the Society;
- Identify any challenges in developing the budget, and providing feedback;
- Review, develop and enhance financial reports to meet management needs;
- Ensure that all financial reports are prepared on a monthly basis or as required;
- Assist in the preparation of Ministry Financial Reports;
- Conducts analysis as required under the direction of the manager;
- Calculate variances and provide the manager with an opinion of the cause;
- Discuss with management the reason for the variance and communicate the opinions expressed to the manager;
- Determine anticipated variances for the year;
- Partner with Accounts Payable Staff as required;
- Provide backup in manager's absence, other than those of a supervisory nature;
- Provide information to meetings of the Budget and Finance Committee when the manager is unavailable;
- Hands-on experience with preparation of financial statements and supporting schedules, along with month end and year end processes, dealing directly with auditor inquiries;
- Prepare property rebate filings and HST Returns
- Maintain/ Update Fixed Asset Continuity Schedule and record depreciation expense"
- Perform lease step up analysis and record adjusting journal entries"
- Prepare a complete set of records from journal entry preparation to general ledger analysis, and re-allocations to financial statement presentation;
- Work in a safe manner in accordance with the Society's Health and Safety Policies and procedures and all relevant legislation;
- Participate in quality assurance and quality improvement projects and activities to ensure quality of own work;
- Other duties as assigned.



#### Qualifications Required

An undergraduate degree in Business, Accounting or Finance;

- 3rd/4th level CPA (CMA/CGA) program with equivalent experience;
- Three (3) years experience in an accounting environment with progressive responsibilities;
- Excellent knowledge of spreadsheet applications, Microsoft Word and Outlook;
- Demonstrated ability to work independently and as part of a team;
- Ability to set priorities and meet deadlines with accuracy;
- Superior computer skills and ability to work with a variety of PC applications including Windows, Microsoft Excel, including vlook up and pivot tables excel functions
- Understand fund accounting principles and public sector accounting standards
- Maintain a high level of professionalism to deal with confidential information;
- Attention to detail and strong follow-up skills;
- Good verbal and written communication skills;
- Possess excellent interpersonal skills to liaise with internal staff and external contacts;
- Strong process improvement skills;
- Excellent analytical abilities;
- Driven to achieve results and continuously striving to deliver the highest performance through critical thinking;
- Excel in working in a fast pace, dynamic environment and have demonstrated time management and organizational skills, and an ability to prioritize responsibilities.

Internal Closing Date: July 16, 2021 at 11:59 PM

External Closing Date: July 27, 2021 at 11:59 PM

Please [click here](#) to apply to the position.

*We appreciate all applications received. All communications will be held in strict and professional confidence. Only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.*

*CCAS is committed to a selection process that values equity, diversity, and inclusion and also reflects the community serves.*

#### ***Anti-Oppression/Anti-Racism at CCAS***

*CCAS is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.*

#### ***Accommodation at CCAS***

*We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 416-395-1500. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.*

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