

Senior Budget & Operations Analyst EED

Job ID: 59111

Job Category: Finance, Accounting & Purchasing

Division & Section: Environment, Climate & Forestry

Work Location: 65 Front St W, Toronto, M5J 1E6

Job Type & Duration: Full-Time, Permanent Vacancy

Salary: \$103,431.00 - \$141,247.00

Shift Information: 35 hours per week, Monday to Friday day shift

Affiliation: Non-Union

Number of Positions Open: 1

Posting Period: 25-Sep-2025 to 09-Oct-2025

Job Summary:

Reporting to the Manager, Divisional Services, the Senior Budget & Operations Analyst is responsible for coordinating and reporting on the development of the annual capital and operating budget, and financial management functions such as monitoring, controlling and analyzing costs and funding related to all programs within the Environment, Climate and Forestry Division, and to provide guidance and expertise in the financial reporting,, accounting, and performance management for the division.

Reports To:

Manager

Supervises:

Budget & Financial Analyst, Business Analyst

Major Responsibilities:

- Implements detailed plans and recommends policies/procedures regarding program specific requirements.
 - Conducts research into assigned area ensuring that such research takes into account developments within the field, corporate policies and practices, legislation and initiatives by other levels of government.
 - Provides input into and administers the divisional budget, ensuring that expenditures are controlled and maintained within approved budget limitations.
 - Facilitates and advises on the development of the division's operating and capital budgets; monitors, controls and analyzes expenditures and revenues in relation to ECF related matters.
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- Develops and evaluates alternative options and business cases for programs, projects and other initiatives based on program needs and resource constraints.
 - Prepares service level adjustment scenarios which may involve highly confidential, strategic, operational and/or labour relations issues such as restructuring and downsizing and identifies opportunities to generate revenues and/or reduce costs.
 - Develops year-end forecasts and monitors the operating and capital budget variances for the division, highlighting issues that have strategic, financial, and operational/risk implications.
 - Provides support and direction to divisional leadership and the service area senior management team in operational planning and development of operational and financial strategies, by monitoring key performance and financial indicators.
 - Prepares and analyzes transactions, balances and financial reporting related to the division's initiatives, including the reserve accounts, recoverable debt and operational reporting of the various programs.
 - Performs detailed analysis of variances, provides guidance to management based on variance reports and assists in project planning and performance evaluation of initiatives leading to continuous improvements.
 - Manages staff complement planning, management and control, confirms the budget availability for filling positions, ensures organizational structures reflect actual reporting relationships, and complement databases are complete and accurate.
 - Develops analytical tools and policies and procedures, implements changes to the divisional budget and financial control systems.
 - Maintains data integrity and effective cost centre management and identifies opportunities for continuous improvement through ongoing service and business process reviews.
 - Handles large amounts of data using appropriate technology.
 - Analyzes program budget submissions for content, accuracy, compliance to instructions and determines adequacy of justification.
 - Analyzes capital project expenditures and ensures required funding approvals are budgeted and processed when appropriate.
 - Participates on project teams as a financial resource in either a leadership or membership capacity.
 - Develops effective financial control mechanisms to monitor expenditure and revenue compliance with budgeted levels.
 - Provide expertise in SAP functionality related to all divisional accounts.
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- Develops and maintains new or enhanced reporting systems in order to support the provision of accurate and timely information to division management, council members and other levels of government ensuring compliance with corporate requirements.
- Provides professional advice and guidance to divisional senior management and other staff as required.
- Ensures that internal controls are designed and maintained in accordance with City By-laws and policies.
- Keeps abreast of relevant provincial environmental statutes and regulations, emerging industry trends, City by-laws and Council directions and agreements.
- Develops and maintains professional relationships with internal and external clients.
- Trains and provides guidance to team members.
- Leads special projects and assignments as required.

Key Qualifications:

1. Post-secondary education in business, finance, accounting or other relevant discipline related to the job function, or the equivalent combination of education and experience.
 2. Extensive experience conducting financial trend analysis and proposing effective strategies.
 3. Extensive experience in the development of operating and capital budgets, salary cost planning, evaluation, administration and planning.
 4. Extensive experience in budget control, forecasting, and the preparation of financial reports and analysis.
 5. In-depth knowledge and understanding of complement management processes and salary cost planning principles.
 6. Thorough knowledge and understanding of procedures and policies as they pertain to provincial subsidy claims.
 7. Strong customer focus and interpersonal skills, and the ability to work co-operatively as an effective team member and encourage teamwork.
 8. Strong communication skills (verbal and written), and the ability to establish effective working relationships with employees, senior management, outside agencies and/or politicians, and staff at all organizational levels.
 9. Highly-developed research, analytical, conflict-resolution and problem-solving skills. Ability to conceptualize information, develop options and recommend solutions to support decision-making.
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10. Takes initiative and applies best practices to continuously improve processes to enhance service delivery, efficiency and effectiveness.
11. Thorough knowledge of principles and practices employed in effective application of financial analysis of major business and government operations.
12. Ability to exercise independent judgment and discretion in dealing with politically sensitive and confidential matters, as well as crisis and/or emergency situations.
13. Ability to manage multiple tasks under pressure, and produce effective results under tight timelines, and adjust work priorities in response to competing demands.
14. Proficient in using computer-based budget and financial systems, such as SAP, PBF, Excel spreadsheets, and other Microsoft applications (Word, PowerPoint, Access).
15. Familiarity with government legislation in the area of Occupational Health and Safety.

How to Apply:

For more information on this and other opportunities with the City of Toronto, visit us online at [Jobs at the City](#). To apply online, submit your resume through the job portal, quoting **Job ID 59111**, by **Thursday, October 9, 2025**.

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Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](#).

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to

meet your needs. [Disability-related accommodation during the **application process** is available upon request.](#) Learn more about the City's [Hiring Policies and Accommodation Process](#).
