



BUILD A CITY. BUILD A FUTURE.

FUNCTIONAL APPLICATION ANALYST 1 – BUSINESS OPERATIONS

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

The City of Surrey's Parks, Recreation & Culture Department is seeking a Functional Application Analyst 1 (Financial Focus). You will provide functional application support for a number of systems, such as, Xplor Recreation (formally PerfectMind), SharePoint and PowerBI used in delivering Parks, Recreation and Culture Services. As the Functional Application Analyst, you are knowledgeable in system functionality, business processes and have strong problem solving and analytical skills that you will use to provide support and training to others using the systems. An integral part of your role will be developing sustainable business practices across the Parks, Recreation and Culture Department.

Experience with the use of Financial Management System (Agresso) and a good understanding of accounting principles as they relate to local government including Public Sector Accounting Board (PSAB) will be an asset.

EMPLOYMENT STATUS

Union - CUPE Local 402 - Regular Full-Time

RESPONSIBILITIES

You will report directly to the PRC Business Operations Manager in a supportive, team-based environment and will be primarily responsible for:

- Assisting with needs identification, requirements gathering, and assisting with project plans.
- Maximizing integration between end-user groups and business units.
- Recommending process improvements where appropriate.
- Investigating, prioritizing, documenting, and resolving technical, operating, and financial issues.
- Participating in ongoing business operations, projects, and future systems development.
- Developing training material for end-users.
- Establishing effective working relationships with internal and external clients.
- Participates in development of testing scripts, feature testing and quality assurance processes
- Provide support with month-end activities and perform other related duties as assigned.

QUALIFICATIONS

In alignment with the City of Surrey's core values (teamwork, community, innovation, integrity, and service), as the successful candidate you will have one of the following qualifications:

- Bachelor's degree in an acceptable related discipline from a recognized post-secondary institution, plus 2 years of directly related and relevant experience, OR
- Diploma in an acceptable related discipline from a recognized post-secondary institution, plus 4 years of directly related and relevant experience, OR
- Technical courses in the field plus 6 years of directly related and relevant experience,

- Experience in a municipal setting is preferred.
- CPA or relevant accounting degree/designation would be considered an asset

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 5085