



Business Analyst

Permanent Full-Time – 35 hours per week

\$86,850.40 - \$108,563.00 / annum

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect, and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

Come work with us!

We are currently recruiting for a permanent full-time **Business Analyst** to join our Integrated Business Solutions team.

What is the Opportunity?

We are seeking a resourceful and motivated professional to join our Integrated Business Solutions team as a Business Analyst to support the growth and continued adoption of the organization's Workday ERP system. Reporting to the Manager, Integrated Business Solutions, you will be part of a team that supports the ongoing enhancement of Workday to ensure that our Workday platform delivers value to the organization. Working collaboratively with partners across HR, Finance, and related business groups, you will deliver system change items in a thoughtful, thorough, and consultive manner. The successful candidate must be able to foster positive relationships, be solution oriented, and have a keen attention to detail. As a subject matter expert, you will be responsible for staying up to date with best practices and Workday enhancements and roadmap.

What will you do?

- Engage with Business Process Administrators in both HR and Finance as well as the Application Support team to gather and document business requirements and then translate into functional specifications for Workday configuration and development.
- Configure and coordinate testing activities for approved system changes.
- Follow strong governance around documentation of systems changes.
- Identify gaps between business requirements and Workday functionality and recommend solutions.
- Provide ongoing support for Workday functionality, including troubleshooting and issue resolution.
- Stay current with Workday updates and new features and advise clients on how to take advantage of them.
- Leverages business knowledge and expertise to identify opportunities for process improvements.

- Lead the bi-annual R1 and R2 Workday system releases including reviewing audit reports, testing, adoption of new functionality, and impact analysis.

What do you need to succeed?

You are the ideal candidate if you have the following:

- University degree in Computer Science, Business or a related program.
- A post-secondary diploma and equivalent years of related work experience will also be considered.
- A minimum of five years' experience as a BA supporting ERP systems covering both HR and Finance business functions.
- Workday experience is an asset.
- Strong analytical and problem-solving skills.
- Excellent communication skills, both verbal and written.
- Ability to work independently and manage multiple priorities in a fast-paced environment.
- Ability to interact with business partners at all levels of the organization to collect and document business requirements.
- A business analysis certification would be considered an asset.

MyRewards@COL

- Competitive salary
- LAPP pension
- Comprehensive health, dental and wellness benefits, including a generous healthcare spending account
- Professional development opportunities
- Flexible work arrangements, including a hybrid work environment
- Starting at 3 weeks' vacation per year
- Safe office location in a park-like setting
- Free parking
- Annual City of Leduc recreation pass, including access to free drop-in programs

If this sounds like you, please apply through our website at www.leduc.ca/careers.

Successful candidates must be willing to provide a current Criminal Records Check at own expense.

Competition closes at **11:59 pm (MT) on April 2nd, 2024**. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest; however, only those selected for interviews will be contacted.