

SENIOR FINANCIAL ANALYST (Project term)

The City of Camrose is seeking an experienced Senior Financial Analyst to be a key member of the project team to implement a new Enterprise Resource Planning (ERP) System. The City of Camrose is in the process of negotiating an award with a vendor that will be implementing the UNIT4 software product. The City expects the contracts to be finalized by June 30, 2024 with implementation prior to October, 2025. The City expects this position to participate in the project post-implementation actions through to June 30, 2026.

As the Senior Financial Analyst for the ERP System Replacement Project, you will lead and support existing staff in understanding the functionality of the new system, improving existing processes and routines, and working with them to migrate data and implement new work practices related to financial reporting and accounting. You will work closely with the project team and also with the financial planning and reporting resources, various users of financial information across the City and other resources within the Financial Services department.

The ERP System Replacement Project provides the City with an opportunity to take a huge step forward in providing our staff and users with timely, accurate and relevant information. This role will have a significant impact on the City's ability to improve decision making that will allow the City to improve overall services to its residents.

This position reports to the General Manager of Financial Services and will work closely with the Project Manager on the ERP System Replacement Project and the Subject Matter Experts within the Financial Planning & Reporting area.

FUNCTIONS/DUTIES (but not limited to):

- Provide input and direction for project planning with respect to areas assigned which may include: internal financial reporting, fixed asset management, fleet management, grant reporting, budgeting (process, reporting and data collection), and other financial areas as available / necessary – revenue recognition, bank reconciliation, etc.
- Work with existing resources and subject matter experts to define targeted outcomes of the system implementation, suggest revisions to processes and participate in user acceptance testing of implementations.
- Work with existing resources post-project implementation to identify reporting requirements, develop reports and complete training / working group sessions to educate staff on report development.

QUALIFICATIONS:

- Post-secondary education in Finance, Accounting, Business or related field.
- Proactive and positive attitude with excellent communication, leadership, and interpersonal skills.
- Experience with system changes / implementations.
- Previous experience with municipal ERP replacements is considered an asset.
- CPA/CA qualified or working towards qualification is considered an asset.
- Experience with SQL is considered an asset.
- Ability to adapt to changing priorities and work effectively in a dynamic environment.
- Proven experience in implementing improvements and changes to reporting, processes and financial routines.
- Strong understanding of financial and human resource systems, processes, and best practices.
- Strong database skills and ability to identify data management improvement actions.

TERM & HOURS OF WORK: This is a term position, with an anticipated end date in June 2026. Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday. Due to the scope of the work, the City is looking for a majority of the work to be performed on location at the City of Camrose.

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Qualified applicants are encouraged to submit a cover letter and current resume via e-mail or to the address below by June 30, 2024 or until suitable candidate is found. Interviews will be conducted throughout the process. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however only candidates selected for interviews will be contacted.***

CONTACT:

City of Camrose - Attention: General Manager of Financial Services
Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8
P: 780.672.4426 | F: 780.672.2469 | E: hr@camrose.ca | W: www.camrose.ca