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aurora.ca

Town of Aurora
Employment Opportunity
Corporate Services

Division of Human Resources

Financial Systems Support Analyst

Employment Type: Permanent, Full Time
Location: Aurora, Ontario
Salary Range: **$**83,171.70-$103,964.77
Closing Deadline: April 6, 2025

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting to the Associate Manager, Financial Systems and Policy, the Financial Systems Support Analyst is responsible for continuous improvement initiatives with the financial system, ongoing monitoring, maintenance and support of the financial system, management of policy and procedural documentation of the financial system ensuring internal financial controls and reporting in accordance with Public Sector Accounting Standards. This position will work closely with internal partners on a timely basis in the development of reports and dashboards, resolving issues, and reviewing and testing system enhancements and their roll-out to end users along with supporting training documentation/resources.

Responsibilities

- Provide consultation and advice to financial users regarding business processes and solutions accessible through Oracle Fusion ERP, EPM, Narrative Reporting, and Microsoft Office Applications

- Provide first-line technical support for financial systems, including troubleshooting and resolving user issues related to data entry, reporting, and system functionality

- Collaborate with internal stakeholders to gather requirements for system enhancements and new features. Investigate and evaluate new and innovative approaches to work through reviewing and testing system enhancements and upgrades.

- Prepare clear and concise training materials and end user documentation for Oracle products ensuring accuracy and completeness of information

- Develop analysis and reports using Oracle Transactional Business Intelligence

- Provide support in identifying, analyzing, planning and executing improvement initiatives related to the processes and systems within the finance department to optimize efficiency and reduce manual effort

- Maintain awareness of financial systems technology developments and standards to provide recommendations

- Monitor and evaluate client feedback and take the appropriate steps to remedy problems

- Ensure ongoing communication with user groups through electronic bulletins and notices, participation in user support group to answer user queries, disseminate information, etc.

- Performs other related duties as assigned.

Qualifications

- Post-secondary education in Accounting, Finance, Business, Economics, Mathematics, Computer Science or related field, with minimum of 3 years related experience preferably in a municipal or other public sector/government environment

- Chartered Professional Accountant designation (CPA – Ontario) is an asset

- Proficiency with integrated financial reporting systems

- Strong knowledge and experience in Oracle's Fusion ERP functionalities including AP, AR, GL, Fixed Assets, Projects, Procurement, Security roles, Enterprise Resource Planning (EPM), Narrative Reporting, and Microsoft Office Applications

- Minimum of three years of experience of creating reports using Oracle Transactional Business Intelligence is strongly preferred although experience with other report building tools like SSRS Report Builder, Crystal Reports, IBM Cognos Analytics will be an asset

- Knowledgeable in SQL with a minimum of three years of experience specifying, developing and modifying financial reports.

- Minimum three years of experience in reviewing, advising, assessing impact and testing system upgrades, support packages and feature packs

- Experience in a public sector entity/Canadian municipality would be an asset

- Working experience in creating Excel Macros and VBA would be an asset

- Excellent analytical, organizational, investigative, problem-solving skills and strong communication skills are required.

- Ability to both work independently and consult and collaborate with others

- Must hold a valid Class "G' driver's license and a reliable vehicle to use on Town business.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.