DEPARTMENT:	Finance and IT	**STATUS:**	Full Time
NO. OF POSITIONS:	One	**UNION:**	CUPE, Local 387
HOURS OF WORK:	35 hours per week	**SALARY:**	$50.13 - $59.23 hourly plus comprehensive benefits package (2024 rates)

Join the IT Services team at the City of New Westminster! We are seeking a highly skilled Business Systems Analyst with strong technical expertise, particularly in SQL Server, reporting tools, and enterprise application support. This role will focus on HR, Payroll, and Finance systems, including Oracle JD Edwards EnterpriseOne, UKG Workforce Central, Vertex, and Taleo. The ideal candidate must possess hands-on technical proficiency in system integrations, troubleshooting, and report development, with the ability to work independently to diagnose and resolve issues.

This position is eligible for hybrid remote/in-office.

Role Responsibilities

- **Develop and troubleshoot reports and applications** using JDE Design Tools, BI Publisher, Crystal Reports, and SSRS.
- **Write and optimize SQL queries** to support integrations and system functionality.
- **Deploy, package, and upgrade JDE ESUs and Vertex updates** as needed.
- **Manage and troubleshoot system integrations** using SQL Server and proprietary vendor tools.
- **Investigate and resolve application errors** by identifying root causes and implementing solutions.
- **Manage user accounts, security, and system access**, including role assignments and permissions.
- **Provide technical support and system administration** for HR/Payroll/Finance applications.
- **Configure and enhance system functionality** (e.g., payroll rules, workflows, and custom applications).
- **Perform database administration tasks**, including backups, data refreshes, and performance tuning.
- **Monitor and maintain servers**, including WebLogic configuration and periodic maintenance.
- **Support cloud-based and third-party system migrations**, including UKG Kronos and Momentus.
- **Work closely with vendors and stakeholders** to meet business and operational needs.

Desired Skills

- **Expertise in SQL Server administration and development** (Preferred Certification: Microsoft Certified: SQL Server).
- **Experience with Oracle JDE EnterpriseOne technical administration** (Preferred Certification: Oracle JD Edwards EnterpriseOne 9.2 System Administration Certified Implementation Specialist).
- **UKG Workforce Central technical administration experience**.
- **Microsoft Server administration knowledge**.
- **Understanding of Oracle Taleo technical administration**.
- **Ability to independently troubleshoot and resolve system issues**.
- **Strong analytical and problem-solving skills** to assess and improve business systems processes.
- **Effective communication skills** to translate technical issues into non-technical language for stakeholders.
- **Ability to manage multiple priorities** and work under minimal supervision.

Minimum Required Education

- Bachelor's degree from a recognized, reputable post-secondary institution in an IT Systems-related discipline.

Minimum Required Experience

- 5+ years of experience in an IT department as an HR/Finance/Payroll technical/systems analyst.
- 5+ years of experience working with JD Edwards EnterpriseOne in a technical role is **highly preferred**.
- Strong **SQL Server** skills, including the ability to **write and optimize queries**, troubleshoot integrations, and manage databases.
- Proficiency in **enterprise system upgrades and deployments**, including JD Edwards **ESU packaging and deployment**.
- Hands-on experience in **application design and report-building tools** (e.g., BI Publisher, Crystal Reports, SSRS, SSIS, and JDE Design Tools).
- The ability to **troubleshoot system errors**, investigate root causes, and resolve issues **without relying solely on external support**.
- Understanding of **tax calculation processes** within HR/Payroll systems and the ability to diagnose related issues.
- Experience in **user account and security management**, including role-based access control, printer assignments, and server configurations.
- Familiarity with **server administration tasks**, including **WebLogic configuration** and system monitoring.
- Knowledge of integrating with third-party systems such as **UKG Kronos** and **Momentus Cloud migration**.
- Experience with a Canadian payroll system in a technical/systems analyst-related position.

Other Requirements

- Must be a Canadian citizen or a permanent resident.
- Must pass a Police Information Check.

This role requires a **technically adept candidate** who can independently diagnose issues, troubleshoot SQL queries, manage system integrations, and optimize enterprise application functionality. If you have the necessary technical expertise and a proactive problem-solving mindset, we encourage you to apply!

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment.
This posting will remain open until filled.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples.
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.