

## Job Title: Financial Systems Analyst

<b>File Number:</b>	2861	<b>Employee Group:</b>	Local 101
<b>Service Area:</b>	Finance Supports	<b>Division:</b>	Financial Services
<b>Job Type:</b>	Full-Time Temporary (up to 2 years)	<b># of Openings:</b>	1

### Summary of Duties:

Reports to a Manager or designate. Assists in process reviews and documentation for operational and legislative requirements, including system evaluation; develops financial systems and applications and provides training and on-going support of software systems; Monitors and implements financial systems controls; financial system updating, maintenance and development of report specifications and ad-hoc reports; Direct supervision of Finance staff.

### Work Performed:

- Assists in business process reviews leading to recommendations for process change including new or improved business systems, liaising with Information Technology Services for implementation
- Assists with the development, implementation, operation and maintenance of Corporate Financial Systems including: development of complex business processes, implementation of automated solutions, monitoring effective use of the same
- On an ongoing basis, monitors and coordinates Financial System operation, maintenance, documentation and issue resolution including; ensuring system integrity; liaising with software supplier/consultants, Information Technology Services staff and departmental staff.
- On an as needed basis, participates in software upgrades and modifications including testing, sign-off, training, documentation and security set-up as required to ensure satisfactory transition to the upgrade or new software. Maintains system integrity through the development and implementation of various control mechanisms, both automated and procedural, for any such changes
- Plans and conducts effective staff training programs including the preparation and maintenance of necessary learning materials
- Develops report specifications and/or develops ad hoc reports for Finance staff or as assigned
- Reviews and approves accounting transactions and data entry documents to ensure adherence to generally accepted accounting principles for municipalities and adherence to Corporate Administrative and Council policies
- Analyze integrity reports to identify out-of-balance condition, error conditions and make corrections to the accounting transactions and liaises with Information Technology Services staff as appropriate.
- Performs research, evaluation, review and assessment of hardware and/or software products and recommends changes
- Direct supervision of Finance staff and on occasion direction of other departmental staff during business process reviews and enhancements and on a system project basis
- Performs related duties as assigned.

### Qualifications:

Three year Community College Computer Programmer Analyst Diploma.  
Completion of one year of a Business Accounting Diploma.

### Experience:

Three to four years' related experience.

### Specialized Training & Licenses:

#### Skills and abilities in the following areas are necessary:

- Demonstrated proficiency in project management, Microsoft Office and ERP Systems.
- Valid Driver's License - Class G

### Compensation & Other Information:

\$60,408 - \$87,775 (Level 14)

This posting is for one (1) temporary full-time up to 2 years position.

Current hours of Work: Monday - Friday from 8:30 a.m. to 4:30 p.m.

Work Arrangement: Hybrid. Subject to change in accordance with business requirements.

These hours of work are subject to change in accordance with the Collective Agreement and may include evening hours and Saturdays.

**NOTE:** Applicants may be required to complete a job related test.

### Police Record Check:

The successful candidate will be required to complete a Criminal Record Check.