



FINANCE ERP COORDINATOR

- 1 YEAR TERM -

West Kelowna's Financial Services team is looking to fill a term position as a Finance ERP Coordinator. This position will coordinate the successful implementation of the City's ERP system.

Position Summary:

A Finance ERP Specialist implements, optimizes, and supports Enterprise Resource Planning systems for financial operations, bridging finance and IT by configuring modules (GL, AP, AR, etc.), gathering requirements, training users, ensuring data accuracy, managing integrations, and troubleshooting issues to streamline workflows, support month-end close, and align tech with financial goals. Key duties include system configuration, process analysis, user support, reporting, data migration, and project management for Oracle Fusion ERP.

Key Responsibilities:

- Configuration: Work with Finance team to configure ERP finance modules (General Ledger, AP, AR, Fixed Assets) to business needs, including complex multi-currency/site setups.
- Process Optimization: Analyze financial workflows, identify inefficiencies, and design solutions within the ERP to improve efficiency, accuracy, and cost control.
- User Support & Training: Provide ongoing support, troubleshoot issues, develop user guides, and train finance staff on new features and processes.
- Reporting & Data Management: Develop financial reports, dashboards, ensure data integrity, and manage data migration.
- Project Management: Assist with project planning, manage system enhancements, and coordinate with vendors and internal teams.
- Month-End, Year End, and Audit Support: Assist the finance team during critical periods, including month-end close, year-end activities, and audit preparation.
- Integration: Manage integrations with other systems (e.g., procurement, HR).

Our Ideal Candidate:

- Experience: Background in accounting/finance with proven ERP system experience (e.g., Oracle, SAP, Microsoft Dynamics, Unit4).
- Technical Skills: Strong understanding of financial accounting principles and ERP functionalities.
- Analytical Skills: Ability to analyze complex business processes and data.
- Communication: Excellent skills to interact with finance, IT, and business users.
- Education: 3rd year Accounting, certifications (CPA/CMA) preferred or an equivalent combination of education and experience
- Ability to obtain and maintain a Police Information Check

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 26-12E | Opens January 23, 2026 | Closes February 17, 2026
Exempt | Full Time - Term | 35 hrs/wk | Benefits | Municipal Pension Plan
Wage Range \$80,152 – \$89,057