



FUNCTIONAL SUPPORT ANALYST

Financial Services

Red Deer is Alberta's third largest city, a growing city built on entrepreneurialism, innovation and community spirit that drives who we are and what we do. We, as a city, are served by an innovative government, inspired by the people and businesses that live here, and filled with vibrant places and spaces for people to connect and community to thrive. Located halfway between Calgary and Edmonton, Red Deer is an active city rooted in an expansive park and is young and vibrant with a median age of under 35 years. With a diverse and resilient educated workforce, strong average family income, and ideal geographic location, Red Deer is a highly desirable place to live and do business and continues to grow.

The Opportunity:

The City of Red Deer is currently recruiting for the right person to fill a 20-month Full-time Term position of **Functional Support Analyst** for our Financial Services Department. This position is primarily responsible for providing end user application support across the organization.

Duties will include trouble shooting applications, developing, documenting and/or re-engineering business processes, assisting in the design, implementation and improvement of applications and organizing and delivery of end user training. Knowledge of system control, internal controls and security maintenance including such things as: purging, setting standards, system integrity and issue resolution are important. Providing leadership to smaller projects and participation in large projects is required. This position requires a high degree of initiative and professional judgement while supporting the Financial Services Department and maintaining strong working relationships with stakeholders.

As our preferred candidate, you will have:

- Must be a CPA candidate (minimum advanced level); with Five years accounting related experience, significant experience with complex software applications in a computerized environment, and strong knowledge of GAAP (Generally Accepted Accounting Principles). **Equivalent education and experience may be considered.*
- Implementation and upgrade experience for systems and processes including setup and testing
- Project management and/or project teamwork
- Impact analysis and/or business process development and documentation
- Internal or external audit
- Development and/or delivery of formal training
- Above average demonstrated accuracy and attention to detail
- Good verbal and written communication skills
- The following experience would be considered an asset:
 - Proficiency with PC Software including Microsoft Office (Excel, Word, Access, PowerPoint) and Microsoft Visio
 - Knowledge of ERP (Enterprise Resource Planning) software
 - Extensive background in multiple aspects of accounting (G/L, A/P, AR, Purchasing, Inventory, Work Orders, Fixed Assets)
 - Experience in municipal fund accounting including the requirements of the MGA (Municipal Government Act) and the Public Sector Accounting Board (PSAB)
- Applies advanced accounting principles, knowledge and skills to the maintenance of a complex set of accounting and budgeting records. Performs financial and budgetary analyses, prepare complete financial reports and complex account reconciliation.
- Communicates effectively, both verbally and in writing, with the public, other City departments and agencies, including in conflict situations. Must regularly communicate with software consultants, customers, vendors and other organizations such as the city's external auditors, city solicitor, etc.
- Works with considerable independence and demonstrates initiative and resourcefulness in establishing and achieving business objectives.
- Handles sensitive and confidential subject matter, which, if improperly handled, would have a significant negative impact on The City.
- Prioritizes, plans and organizes in situations of competing activities to ensure goals are accomplished efficiently and effectively
- Displays strong interpersonal, teamwork and flexibility in skills
- Demonstrates leadership and actively participates in building a respectful workplace environment

What we offer:

In addition to the competitive wage of \$44.08 to \$46.67, we offer a great work environment with a dynamic and dedicated team of likeminded professionals. If you think this is the job for you, come build your career with The City of Red Deer!



We welcome applications until February 15, 2026 or until a suitable candidate has been found.

For a detailed job description and to apply online, please visit www.reddeer.ca/careers

Applicants not contacted are thanked for their interest.