Provincial Job Description

TITLE:

(427) Financial Information Systems Analyst

PAY BAND:

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FOR FACILITY USE:

SUMMARY OF DUTIES:

Certifies, implements, maintains, supports and performs related processes for financial information systems.

QUALIFICATIONS:

♦ **Business / Accounting diploma**

KNOWLEDGE, SKILLS & ABILITIES:

♦ **Advanced knowledge of personal computers, networks and protocols**
♦ **Programming and program management skills**
♦ **Communication, organizational and interpersonal skills**
♦ **Analytical and problem solving skills**
♦ **Ability to work independently**
♦ **Valid drivers license, where required by the job**

EXPERIENCE:

♦ <u>Previous:</u> Twelve (12) months previous experience working in a Finance department utilizing the financial information systems.

KEY ACTIVITIES:

A. <u>Financial Information System Support</u>

♦ **Analyzes, troubleshoots and develops solutions for databases and software problems for end users.**
♦ **Acts as the information specialist (resource person concerning application functionality and guidance).**
♦ **Coordinates the design and maintenance of training programs.**

B. <u>System Development Process</u>

♦ **Assists with developing Quality Assurance/business/reporting processes and training programs.**
♦ **Creates and certifies master tables for financial information systems.**
♦ **Develops, performs and evaluates tests for financial information systems, records and monitors results; contacts vendor representatives.**
♦ **Analyzes and evaluates system requirements.**
♦ **Validates business functionality.**
♦ **Reviews and recommends changes in policies and procedures.**
♦ **Assists in design of systems to facilitate financial reporting and documentation.**

C. <u>Systems Planning / Maintenance</u>

♦ **Maintains databases (e.g., creation, entry and update system menus, configuration of data, tables and files).**
♦ **Configures and maintains security profile accounts.**
♦ **Maintains electronic financial data records, user profile and system documentation.**
♦ **Develops and compiles reports and statistics.**
♦ **Monitors data quality.**
♦ **Audit and maintain user security.**

D. System Implementation

♦ **Evaluates, processes and installs computer-based systems.**
♦ **Assesses requirements, monitors deployment of hardware.**
♦ **Evaluates, processes and implements all patches (upgrades); re-trains staff post-upgrade implementation.**

E. Related Key Work Activities

♦ **Documents policies and procedures related to computer system implementation.**
♦ **Documents database fixes, work-arounds, system development and maintenance, training manuals.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE: *SEIU:*

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SGEU: *SAHO:*

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Date: May 16, 2013