



Provincial Job Description

TITLE:
(496) Financial Systems Business Analyst

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Develops, certifies, implements, maintains, supports and performs related processes for all Financial Information Systems modules including the integration of new information technology systems relating to ongoing service goals of the Finance Department.

QUALIFICATIONS:

- ◆ **Business Accountancy diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Advanced knowledge of personal computers, networks and protocols**
- ◆ **Program management skills**
- ◆ **Advanced programming skills**
- ◆ **Advanced communication skills**
- ◆ **Organizational skills**
- ◆ **Interpersonal skills**
- ◆ **Analytical skills**
- ◆ **Problem solving skills**
- ◆ **Ability to work independently**
- ◆ **Valid driver's license, where required by the job**

EXPERIENCE:

- ◆ **Previous: Forty-eight (48) months previous discipline-related experience as a Finance Officer to consolidate knowledge and skills required to provide financial services, including twenty-four (24) months user-experience working with the Financial Information System and related modules.**

KEY ACTIVITIES:

A. System Development, Implementation and Documentation

- ◆ Determine how financial information software will be configured and how the workflow is designed to best integrate technology with the provision of efficient and timely financial services.
- ◆ Develop financial solutions that are complementary to operational needs and resource challenges by performing user requirements definition, software evaluation and selection, system configuration setup, validation, training and documentation.
- ◆ Process system change requests while working within the software options/functionality/limitations with consideration of best practice guidelines, regulatory issues and operational needs.
- ◆ Identify system software programming limitations to ensure optimal financial recording/reporting outcomes and works with vendors to develop solutions.
- ◆ Research, evaluate and implement additional and upgraded system functionality.
- ◆ Verify, validate, recommend or reject the implementation of software upgrades/changes (e.g. version, release or patch) as well as hardware and/or operation system upgrades.
- ◆ Configure, test and validate interface communications between the financial information systems and various finance modalities, and other computer systems, both internal and external to the Health Region.
- ◆ Develop, write and monitor compliance of supporting procedures, policy and reports.
- ◆ Pursue customized software changes designed to improve financial operations.
- ◆ Evaluate new equipment and technology for system suitability and use.

B. System Development Process

- ◆ Maintain databases (e.g. creation, entry and update system menus, configuration of data tables and files including the use of SQL (Structured Query Language) and SQL Server Management Studio).
- ◆ Maintain electronic financial data records.
- ◆ Set up and maintain security access for users for financial information system applications.
- ◆ Troubleshoot and evaluate reported or recognized problems, develop and apply solutions and document workarounds to database and software problems.
- ◆ Inform and advise Finance Department management about any system functionality issues that will impact financial services.
- ◆ Perform demographic maintenance to ensure integrity of financial information System databases.
- ◆ Monitor financial systems operation for system degradation.
- ◆ Set up and maintain security access for users of finance system application.
- ◆ Support the operational system needs of all the various divisions of finance and the information systems needs of the end users of finance services.
- ◆ Provide limited hardware support by evaluating hardware issues and resolving or forwarding to IT Services as required.

C. Systems Planning/Maintenance

- ◆ Provide functional advice/technical expertise and problem solving suggestions related to finance as supported by financial information systems functionality and financial reporting requirements.
- ◆ Provide evaluation of and/or produce documentation for financial processes, policies and procedures.
- ◆ Build financial information system files and manage the documentation and reporting of system usage statistics.
- ◆ Communicate with departments and various services or agencies regarding issues, needs, service requirements or proposed changes that may have an impact on financial information systems functionality.
- ◆ Coordinate system downtime events and resolutions.
- ◆ Prepare written and/or oral reports for various departments and management personnel.
- ◆ Maintain documentation records as per requirements.
- ◆ Document database fixes, work-around functions, system development and maintenance.
- ◆ Provide information and statistical reports for business case submissions for capital expenditures for software/hardware purchase.

D. Quality Assurance/Quality Control

- ◆ Maintain database integrity.
- ◆ Develop, generate and validate data from the financial information system; including the use of SQL (Structured Query Language), SQL Server Management Studio and other third-party software products.
- ◆ Lead the development of validation test scripts and review outcomes to ensure that changes do not adversely affect finance operations.
- ◆ Follow preventative maintenance programs and recognize systematic malfunctions and maintain event logs.
- ◆ Provide system development and support of Quality Assurance/Quality Control programs as required by finance, local protocols and government regulations.

E. Education Training

- ◆ Provide ongoing training guidance and leadership to users and end-users of the finance information systems and inter-related systems.
- ◆ Prepare and distribute communications and training material related to financial information systems and inter-related systems functionality.
- ◆ Monitor system use by other staff and re-educate as required, provides feedback to managers on the competency of other staff and identify potential issues.

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:

SGEU:

SAHO:

Date: December 4, 2014