Provincial Job Description

TITLE:
(496) Financial Systems Business Analyst

PAY BAND:
16

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 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:

♦ <u>**Previous:**</u> **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.
♦ 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 Structured Query Language (SQL) 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 on 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 and resolving hardware issues.

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 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 capital business case submissions.**

D. Quality Assurance/Quality Control

♦ **Maintain database integrity.**
♦ **Develop, generate and validate data from the financial information system; including the use of SQL, 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: October 24, 2024