

Job Description

Job Title:	Business/Systems Analyst
Department:	Finance
Reports To:	Associate Director, Financial Systems
Jobs Reporting:	None
Salary Grade:	USG 11
Effective Date:	February, 2018

Primary Purpose

The Business/Systems Analyst is a position within the Finance department reporting to the Associate Director, Financial Systems. The incumbent aligns the best use of technology to optimize the application of technology, business and accounting with regards to financial and finance-related systems and to transform business processes and reporting. The Business/Systems Analyst supports planned maintenance, updates and configuration required to ensure regulatory, compliance and client needs are met. The incumbent is forward-looking and regularly assesses current and future technology needs of the Finance department relative to transformational efforts.

Key Accountabilities

Develop systems expertise to support financial and finance-related systems

- Develop an in-depth knowledge of the system(s) specifically assigned to the incumbent to ensure business requirements are achieved and sustained. Apply system knowledge ensuring secure, authorized access; configuring the system; developing necessary workarounds with stakeholders; and ensuring expected business processes and intelligence/reporting are achieved and are reliable. The following list represents the breadth and scope of financial and finance-related systems:
 - Enterprise wide financial systems for which Finance is directly responsible;
 - Finance-related systems which are the responsibility of IST and University departments and interface to the enterprise wide financial system; and
 - Enterprise wide applications, such as document management or online training, which enhance financial systems.
- Provide leadership to functional subject matter experts to test the system. Ensure testing occurs within established timelines, documented in accordance with established standards and issues and risks are documented and resolved appropriately.
- Conduct and document system testing during implementation, upgrades, or when resolving issues to ensure business and financial requirements are met and risks are minimized.
- Support functional subject matter experts in:
 - Recommending policies and procedures which relate to financial or finance-related systems;
 - Developing and delivering training related to system implementations or enhancements; and
 - Managing change related to system implementation or enhancements.
- Develop general knowledge and awareness of those systems assigned to other Business/Systems Analysts to sustain a secure, reliable and progressive financial environment.

Job Description



<p>Research and analyze new initiatives to advance the strategic direction of the university's financial and finance-related systems</p> <ul style="list-style-type: none">• Keep informed about emerging technology and business practice improvements that may advance the University's financial and finance-related systems and recommend to management those opportunities that may be beneficial and applicable.• Research new opportunities with potential internal and external stakeholders for an initial, high-level assessment of its application. Develop executive summary of findings, present to management and advocate for resources to advance the initiative, where applicable.
<p>Lead business case development for new initiatives or enhancement of existing practices related to financial systems</p> <ul style="list-style-type: none">• Provide financial leadership to or within a cross-functional team to develop business cases.• Consult with stakeholders and external providers for further research, analysis, requirements validation and identification of potential risks and changes.• Develop documents, including process diagrams, to validate analysis and confirm stakeholder requirements.
<p>Participate in the assessment of systems development requests</p> <ul style="list-style-type: none">• Liaise with stakeholders to clarify and understand requests for financial and finance-related systems development. Understand the life cycle of such systems, including future requirements.• Recommend priorities and resource requirements to Finance managers to support the Financial Systems Steering Committee in decision-making related to developing the strategic direction and short- and long-term plan for financial and finance-related systems development and maintenance.
<p>Other</p> <ul style="list-style-type: none">• Participate in other projects and complete other assignments as assigned.

Required Qualifications

<p>Education</p> <ul style="list-style-type: none">• Undergraduate degree in one or more of the following disciplines: Information Systems & Technology, Accounting, or Mathematics• A recognized Canadian professional accounting designation (CPA (CA, CMA, or CGA)) is required• Accreditation as a Business Analyst at Level 3 CBAP (Certified Business Analysis Professional) or higher is preferred
<p>Experience</p> <ul style="list-style-type: none">• Minimum 3 years' progressive experience with financial system applications and functional technology projects• Progressive and extensive experience in financial and/or finance-related systems projects• Proven knowledge of business analysis and an understanding of project management methodologies• Significant experience in interpreting requirements, performing fit/gap analysis and preparation of system-related documents
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">• Solid understanding of generally accepted accounting principles and their application to not-for-profit organizations• Superb time management skills to manage multiple, competing priorities and meet established deadlines

Job Description



- Strong analytical and problem solving skills that rely on a structured approach with the ability to learn new concepts/processes
- Conceptual thinker to understand strategic direction, to research relevant opportunities, to assess risk and to analyze and synthesize business and financial information
- Superior leadership, interpersonal and written/oral communication skills with demonstrated ability to collaborate with functional and technical experts, to elicit requirements, to develop and present business cases, to implement systems, and to influence change
- Recognized as a strong team builder, with a proven ability to work in cross functional teams and demonstrates respect for diverse views and builds consensus
- Works independently with a strong work ethic and a focus on positive results
- Exceptional attention to detail
- Solid understanding of the business analyst body of knowledge (BABOK) and appreciation for project management
- High degree of discretion, judgement, sensitivity, tact and diplomacy
- Effective planning and organizational skills with the ability to adapt to change and perform effectively under pressure
- A continuous improvement mind set and an exceptional customer service focus
- Exceptional computer skills including advanced MS Excel (i.e. functions and formulas such as macros, pivot tables, etc.) and MS Word and proficiency with MS PowerPoint
- Proficient in using analytical software and process diagram software (e.g. Visio)
- Proficient knowledge of financial systems such as PeopleSoft Campus Solutions, business intelligence software, and collaborative software (e.g. SharePoint)

Nature and Scope

- **Contacts:** Internal: Finance team members as well as IST colleagues and stakeholders across the campus community. External: Existing and potential university system providers, auditors, peers at post-secondary institutions, and other organizations.
- **Level of Responsibility:** Under the direction of the Associate Director, Financial Systems, this position contributes to and supports the strategic plan for financial and finance-related systems. Staff is expected to cross-train in order to sustain the University's financial system and minimize risk. Furthermore, staff is expected to keep abreast of technology, business and financial trends and issues in order to promote a progressive system environment.
- **Decision-Making Authority:** Acts as a significant and influential contributor to applying appropriate technology to the University's financial and finance-related systems. Contributes to the provision of progressive business and financial processes, to relevant and accurate business intelligence and reporting and to providing stakeholders with positive system experiences. With a university wide perspective, the incumbent contributes to the development of policies, procedures and standards that lead to cost-effective financial systems that improve business processes, and adhere to generally accepted accounting principles, legislation and other external standards.
- **Physical and Sensory Demands:** Minimal physical demands typical of a position operating within an office environment. Requires high attention to detail and must handle distractions, changing priorities and interruptions, while meeting required deadlines.
- **Working Environment:** Office based. There will be situations that will require the employee to work outside of and in addition to the core business hours, including but not limited to resolving critical

Job Description



problems for processes that may have failed and/or providing support for upgrades. It is expected that these will be unusual situations and every attempt will be made to limit these situations.