

# BUSINESS ANALYST - FINANCE

## Long Term Auxiliary (Up to 18 Months)

***Naturally, Campbell River** – Located on Vancouver Island, surrounded by the ocean and majestic mountains, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. From summer markets and street events to an active arts and culture community to year-round, world-class recreational opportunities, the Campbell River lifestyle is unparalleled. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.*

**The role** – Reporting to the City’s Financial Services Manager, the Business Analyst (Finance) will be responsible for a full range of activities related to the City’s implementation of Unit 4 ERP, with a focus on financial and accounting processes.

The Business Analyst (Finance) will be an integral member of the City’s implementation team. This position will work closely with and will take direction from the City’s Project Manager in addition to the City’s Financial Services Manager. The Business Analyst (Finance) will be a critical team member who will be responsible for analyzing existing City finance practices and making recommendations on how software could be leveraged to modernize City processes. This position will also assist in the planning, testing, and reporting of software solutions implemented, and will ensure that reporting meets requirements within the Community Charter and Public Sector Accounting Standards. The proactive and strategic thinking Business Analyst (Finance) has a proven track record in building relationships and managing projects to ensure desired outcomes are achieved.

### **Our ideal candidate will have:**

- Recognized Professional Accounting Designation (CPA).
- Five (5) years of progressive and diversified accounting experience including exposure to financial reporting, budgeting, payroll, and accounts payable and receivable processes within the last ten (10) years.
- Two (2) years of supervisory experience in an accounting environment within the last five (5) years.
- Municipal or public sector accounting experience preferred.
- Experience with Tempest and Vadim software programs for municipalities preferred.
- Experience with project management preferred.

The rate of pay for this long-term auxiliary (up to 18 months) CUPE bargaining unit position is **\$43.66 per hour**, based on a 35-hour work week, and includes a comprehensive benefits package. Workplace flexibility is important to the City of Campbell River - ask about our Flexible Work Options program available to full-time employees.

Please see attached to view a detailed job description that lists the duties and necessary qualifications for this exciting opportunity.

**This posting closes on Wednesday February 29th, 2024.**

Please send your resume with covering letter, quoting **Competition EXT-24-008** to:



**Email:** [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

Human Resources Department  
**City of Campbell River**  
301 St. Ann’s Road  
Campbell River, BC V9W 4C7

We thank all applicants, however, only those selected for interviews will be contacted.

---

**BUSINESS ANALYST – FINANCE**  
**(Long-Term Auxiliary - 18 Month Term)**

<b>Approval Date:</b>	December 2023	<b>Department:</b>	Finance
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management	
<b>Title of Excluded Supervisor:</b>	Financial Services Manager		

**General Accountability:****Purpose and Scope**

Reporting to the City's Financial Services Manager, the Business Analyst (Finance) will be responsible for a full range of activities related to the City's implementation of Unit 4 ERP, with a focus on financial and accounting processes.

The Business Analyst (Finance) will be an integral member of the City's implementation team. This position will work closely with and will take direction from the City's Project Manager in addition to the City's Financial Services Manager. The Business Analyst (Finance) will be a critical team member who will be responsible for analyzing existing City finance practices and making recommendations on how software could be leveraged to modernize City processes. This position will also assist in the planning, testing, and reporting of software solutions implemented, and will ensure that reporting meets requirements within the Community Charter and Public Sector Accounting Standards. The proactive and strategic thinking Business Analyst (Finance) has a proven track record in building relationships and managing projects to ensure desired outcomes are achieved.

**Nature and Scope of Work**

The duties and responsibilities below are representative, but not all-encompassing:

- Continually examines accounting processes and business systems to identify problem areas or opportunities for improvement, innovation, and efficiency.
- Provides advice on accounting best practices and procedures and how technology can be used to support the implementation of these practices.
- Proposes new methods or processes for completing routine finance tasks based on industry best practices.
- Assists in the review of requirements and documents, ensuring that designed solutions adequately support financial processes.
- Tests systems implemented to ensure that solutions and designed processes support business processes.
- Provides input into and assists with the creation of a variety of standard and ad hoc Finance reports. Ensures that reports generated meet reporting requirements within the Community Charter and Public Sector Accounting Standards.
- Supports system configuration and testing activities. Reports necessary process changes and system issues to improve future versions of the software.
- Collaborates with department managers and end users to gain an understanding of their system needs and proposes solutions to address identified needs.
- Examines and evaluates work processes and business systems to identify problem areas or opportunities for improvement.
- Works with internal and external stakeholders to assist in the implementation of Unit 4 ERP.
- Reports on the effectiveness of implemented solutions and works with external providers to address emerging concerns.
- Establishes and maintains effective working relationships with internal teams and external clients to deliver desirable outcomes.

**Necessary Qualifications****Technical Knowledge and Skills:**

- Thorough knowledge of professional accounting, budgeting, financial reporting, payroll and auditing practices and procedures.
- Thorough knowledge of generally accepted accounting principles and public sector accounting standards.
- Ability to review, analyze, and interpret complex financial statements and data.
- Ability to interpret and understand City by-laws, policies and procedures.
- Knowledge of applicable federal, provincial and local regulations, standards and guidelines – including Community Charter, Local Government Act, Superannuation Act, and Income Tax Act.
- Knowledge of applicable legislation and regulations such as GST, PST, CPP and EI.
- Good business / technical knowledge of accounting and business software and systems.
- Proficiency in performing complex financial calculations.
- Intermediate proficiency with Microsoft Word and Excel.
- Thorough knowledge of office procedures and protocol.

**Key Competencies:**

- Accountability & Reliability
  - Holds self-accountable for measurable high-quality, timely, and cost-effective results, working within established systems, procedures, and rules.
- Communication
  - Demonstrates excellent written and interpersonal communication skills. Able to exercise considerable courtesy, tact, diplomacy, and persuasion in dealing with the public and members of staff.
- Decision Making and Problem Solving
  - Able to exercise sound judgment and provide well-informed, effective, and timely decisions, and recommend evaluated solutions to problems that arise.
- Initiative
  - Able to work under general direction only, exercising considerable independence and initiative in the execution of duties in an ever-changing environment.
- Planning and Organizing
  - Strong planning and organization skills; excellent deadline and project management skills. Proven ability to handle multiple tasks simultaneously while working to a deadline.
- Professionalism
  - Effective and courteous interaction with employees, other agencies and internal departments. Ability to deal with confidential and sensitive information with a high degree of tact and diplomacy.
- Results and Quality Focus
  - Proven ability to perform with a high level of attention to detail and accuracy; strong research and analytical skills in gathering, consolidating and presenting information.
- Service Orientation/Teamwork
  - Provides exceptional customer service to employees and all departments. Strong teamwork skills, contributes to a positive, team-based environment.

**Education/Training:**

- Recognized Professional Accounting Designation (CPA)

**Experience:**

- Minimum five (5) years of progressive and diversified accounting experience including exposure to financial reporting, budgeting, payroll, and accounts payable and receivable processes within the last ten (10) years.
- Minimum two (2) years of supervisory experience in an accounting environment within the last five (5) years.

**Preferred Criteria**

- Municipal or public sector accounting experience.
- Experience with Tempest and Vadim software programs for municipalities.
- Experience with Project Management

**Unusual Working Conditions**

- Additional deadline pressure and heavy volume of work at various times.