

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT (FINANCIAL SERVICES DIVISION – PAY & PENSIONS – LOCATION – STANDARD LIFE)

BUSINESS APPLICATION SPECIALIST

SUMMARY OF DUTIES

Reporting to the Manager, Business Applications Support & Accounts Payable provides direct functional support to the Corporate Financial Management and Financial Supply Chain (FMSC) and Human Resources Management System (HRMS) Payroll/Pension Benefit system to all core users, employees, decision makers and internal/external interface support staff. Develops, updates, tests, troubleshoots, audits and trains to ensure efficient utilization of the FMCS and HRMS payroll systems.

GENERAL DUTIES

Provides direct functional support to the Corporate Financial Management and Financial Supply Chain (FMSC) and Human Resources Management System (HRMS) Payroll/Pension Benefit system to all core users, employees, decision makers and internal/external interface support staff.

Assesses the management financial information needs of the City (Council, Management and Staff) and develops and implements plans to meet these needs.

Develops and maintains FMSC Peoplesoft Security Administration and Peoplesoft Workflow Administration and RBC Security Administration.

Implements new modules and new functionality. Identifies process changes to take advantage of new functionalities.

Participates in evaluating responses to RFP's/RFQ's, interviewing and selecting consulting candidates.

Participates in system fit/gap analysis to review various scenarios within the on-line application to demonstrate the degree of the 'fit or gap', document findings, prioritize into a 'must have' versus 'nice to have' grouping and recommends what is within project scope versus out of scope.

Liaises with key players who have multiple demands and varying needs such as Public Works, Long Term Care facilities, Police, Transit, HECFI and Hamilton Public Library.

Implements application upgrades, Tax Updates and Maintenance Packs/bundles to PeopleSoft.

Reviews and analyses current financial systems and identifies potential process and procedural changes required to meet user needs.

Develops new and recommends revisions to existing departmental policies and procedures. Researches and documents all relevant information.

Develops and delivers procedures and end-user training programs and provides support to the user community to ensure maximum benefits are derived with respect to applications.

Trains financial accounts receivable, general ledger, accounts payable staff, purchase order users and HRMS Payroll Time Entry users as a result of staff turnover, ad hoc training requests and/or special projects.

Prepares comprehensive financial systems plans.

Undertakes cost benefit analysis studies, program cost evaluations and assist in post project implementation reviews.

Develops and provides information queries and reports relating to but not limited to accounts receivable, accounts payable, purchase orders, general ledger, employee earnings, deductions, paycheque data, T4 reporting, job data and taxation.

Supports and troubleshoots production problems for all Financial (accounts receivable, accounts payable, purchase orders, general ledger, security, tree manager, workflow) and HRMS Payroll and Pension Benefits modules.

Provides product level support to management, key users (internal employees and external interface support staff HANSEN, KRONOS, Transit) and technical staff.

Supports special projects to implement system changes, new features and automated processes.

Prepares various reports and recommendations for submission to Senior Management, the Committee of the Whole and City Council.

Identifies and implements Best Practices as they relate to Financial processes and systems.

Resolves internal/external audit enquiries.

Keeps abreast of new technology and how it affects business applications.

Reviews system upgrades, make recommendations and assist with implementations.

Leads project teams and manages the project life cycle.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Comprehensive knowledge and extensive experience working with PeopleSoft Financial Management and Financial Supply Chain (FMSC) and Human Resources Management System (HRMS) system modules normally acquired by obtaining a University Degree or College Diploma in Computer Science or through a combination of education and relevant work related experience.
2. Progressively responsible and practical experience working in a Financial Services Department, preferably in a municipal environment.
3. Knowledge of system modules encompassing payroll, pension benefits, accounts receivable, purchase order, accounts payable, general ledger and budgets.
4. Experience working with common technologies such as FTP (file transfer protocols) programs, interfaces, relational databases, networking and web technologies.
5. Extensive experience upgrading relevant module in Peoplesoft FMSC and HRMS Payroll/Pensions.
6. Previous experience configuring and implementing relevant modules in Peoplesoft FMSC and HRMS Payroll/Pensions.
7. Previous experience and familiarity working with Peoplesoft technical tools (Application Engine, Security Administration, Process Scheduler, Query Manager, Report Manager, SQR, Application Designer, Query Analyzer and nVision).

8. Demonstrated experience providing PeopleSoft support and implementing PeopleSoft upgrades.
9. Must be familiar with a computerized accounting environment. Proficiency in Word, Excel, Microsoft Outlook and database software programs.
10. Highly developed analytical, technical, organizational and problem solving skills.
11. Thorough working knowledge of project management principles and techniques.
12. Must be able to handle multiple changing priorities.
13. Excellent presentation, report writing, and interpersonal skills to communicate effectively with all levels of City staff, external consultants and suppliers.