

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT
(FINANCIAL SERVICES DIVISION – BUSINESS APPLICATIONS, ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE – LOCATION – 120 KING ST. W., 9th FLOOR)

BUSINESS APPLICATION ANALYST

SUMMARY OF DUTIES

Reporting to the Manager, Business Applications Support, Accounts Receivable & Accounts Payable maintains security to the Corporate Financial Management and Financial Supply Chain (FMSC) System and the Oracle WebCentre systems. Provides functional support for the Corporate Financial Management and Financial Supply Chain (FMSC) and Human Resources Management System (HRMS) Payroll/Pension Benefit system to all core users.

GENERAL DUTIES

Provides security maintenance and workflow administration on the Corporate Financial Management and Financial Supply Chain (FMSC) System, and the Oracle WebCentre System.

Assist with the implementation of new modules and new functionality

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.

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

Assists with training for 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.

Provides information queries and reports relating to but not limited to accounts receivable, accounts payable, purchase orders, general ledger, employee earnings and taxation.

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.

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

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

QUALIFICATIONS

1. Knowledge and experience working with PeopleSoft Financial Management and Financial Supply Chain (FMSC) 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. Experience working in a Financial Services Department, preferably in a municipal environment.

3. Must maintain confidentiality of all information accessed through the Corporate Financial Management and Financial Supply Chain (FMSC) and Human Resources Management System (HRMS) Payroll/Pension Benefit system.
4. Knowledge of system modules encompassing payroll, pension benefits, accounts receivable, purchase order, accounts payable, general ledger and budgets.
5. Experience working with common technologies such as FTP (file transfer protocols) programs, interfaces, relational databases, networking and web technologies.
6. 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 Vision).
7. Must be familiar with a computerized accounting environment. Proficiency in Word, Excel, Microsoft Outlook and database software programs.
8. Highly developed analytical, technical, organizational and problem solving skills.
9. Thorough working knowledge of project management principles and techniques.
10. Must be able to handle multiple changing priorities.
11. Excellent presentation, report writing, and interpersonal skills to communicate effectively with all levels of City staff, external consultants and suppliers.