

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(FINANCIAL SERVICES, TAXATION & CORPORATE CONTROLLER DIVISION - BUSINESS APPLICATIONS, ACCOUNTS PAYABLE & ACCOUNTS RECEIVABLE SECTION - LOCATION – 120 KING ST. W., 9th FLOOR)

SENIOR BUSINESS APPLICATIONS ANALYST

SUMMARY OF DUTIES

Reporting to the Manager, Business Applications, Accounts Payable & Accounts Receivable, the Senior Business Applications Analyst assumes responsibility and accountability for the direction and management of all aspects of specific projects and investigations. Seeking new methods, systems or techniques to support continuous improvement in the delivery of financial information services to the City. The Senior Business Applications Analyst will investigate, review and analyze current financial systems; recommending and coordinating the development and implementation of new and or enhanced technological financial management systems. The individual will ensure projects are delivered through the effective and efficient use of staff providing leadership and direction to the business applications team and other staff. Act as Liaison to all levels of the organization, committees, and outside agencies.

GENERAL DUTIES

Responsible for managing all aspects of specific corporate projects which may include the identification and implementation of new system modules, methods and functionality following continuous improvement initiatives, business case and plan development.

Develops workplans for related assignments or projects which includes identifying tasks to be completed, assigning staff resources and coordinating delivery of outputs. Negotiate with project sponsors regarding deliverables and milestones.

Provides functional leadership and guidance to the Business Applications Team and other staff resources within the Accounts Payable & Accounts Receivable sections. Sets team goals and manages performance accountability for meeting those goals.

Identifies the financial information needs of the City, Council, Management and Staff; develops and implements plans to meet these needs. Creates and maintains information queries and reports relating to but not limited to accounts receivable, accounts payable, purchase orders, general ledger, employee expenses and T4A data.

Responsible for security administration for RBC, Workflow and FMSC Peoplesoft financial system.

Takes the lead functional role in the implementation of new modules and new functionality, application upgrades, tax upgrades and maintenance pack/bundles to Corporate Financial System.

Provides functional expertise for the Corporate Financial Management and Financial Supply Chain (FMSC) system to all core users, employees, decision makers and internal/external interface support staff. Develops, implements, updates, tests, troubleshoots, audits and trains to ensure efficient utilization of the FMCS system.

Leads Business Applications Team on 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 and Hamilton Public Library. Implements new features or automated processes such as interfaces with Hansen, Kronos, Transit.

Oversees the development and delivery of procedures and end-user training programs which provide functional support to the user community.

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

Leads in support and troubleshooting of production problems for all Financial (accounts receivable, accounts payable, purchase orders, general ledger, security, tree manager, workflow).

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.

Provides coverage to the Manager, Business Applications, Accounts Payable & Accounts Receivable during absences to the Accounts Payable and Accounts Receivable team.

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

QUALIFICATIONS

1. Demonstrated progressive work experience and comprehensive knowledge 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 combined with courses and certificates completed specifically from Oracle University including but not limited to Peoplesoft technical tools (Application Engine, Security Administration, Process Scheduler, Query Manager, Report Manager, SQR, Application Designer, Query Analyzer and NVision).
2. Must have highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills. Must have experience in setting team and individual goals, managing employee performance accountability for meeting those goals. Must be able to coach, mentor and lead employees in developing their skills and abilities to take on greater responsibilities as part of succession planning or to meet their career goals.
3. Extensive time management and project management skills gained through practical experience. Must have experience working with internal/external customers, vendors senior management and consultants to deliver large projects such as system implementations or migrations while managing for day-to-day business needs.
4. Demonstrated extensive knowledge and experience in accounting principles and practices as well as financial analysis and metrics as well as business case and planning development. Preferably in a municipal environment.
5. Strong written and oral communication skills combined with highly developed analytical, technical and interpersonal skills. The ability to interact and communicate effectively at all organizational levels and represent the division on various committees and in delivering presentations.
6. Must have experience in the preparation of statistical reports, council reports, financial reports for senior management, council, elected officials, general public, and staff.
7. Extensive knowledge and demonstrated experience working with and upgrading relevant modules in Peoplesoft FMSC and HRMS Payroll/Pensions, including payroll, pension benefits, accounts receivable, procurement, accounts payable, general ledger, budgets and the Webcenter.

8. Experience working with common technologies such as FTP (file transfer protocols) programs, interfaces, relational databases, networking and web technologies.
9. Must be able to handle multiple changing priorities.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
