# *Provincial Job Description*

**TITLE:**                                      *PAY BAND:*

## (427) Financial Information Systems
### Analyst

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*FOR FACILITY USE:*

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## *SUMMARY OF DUTIES:*

**Certifies, implements, maintains, supports and performs related processes for financial information systems.**

## *QUALIFICATIONS:*

♦ **Business / Accounting diploma**

## *KNOWLEDGE, SKILLS & ABILITIES:*

♦ **Advanced knowledge of personal computers, networks and protocols**
♦ **Programming and program management skills**
♦ **Communication, organizational and interpersonal skills**
♦ **Analytical and problem solving skills**
♦ **Ability to work independently**
♦ **Valid drivers license, where required by the job**

## *EXPERIENCE:*

♦ **Previous:  Twelve (12) months previous experience working in a Finance department utilizing the financial information systems.**


## *KEY ACTIVITIES:*

**A.  Financial Information System Support**

♦ **Analyzes, troubleshoots and develops solutions for databases and software problems for end users.**
♦ **Acts as the information specialist (resource person concerning application functionality and guidance).**
♦ **Coordinates the design and maintenance of training programs.**

**B.  System Development Process**

♦ **Assists with developing Quality Assurance/business/reporting processes and training programs.**
♦ **Creates and certifies master tables for financial information systems.**
♦ **Develops, performs and evaluates tests for financial information systems, records and monitors results; contacts vendor representatives.**
♦ **Analyzes and evaluates system requirements.**
♦ **Validates business functionality.**
♦ **Reviews and recommends changes in policies and procedures.**
♦ **Assists in design of systems to facilitate financial reporting and documentation.**

**C.  Systems Planning / Maintenance**

♦ **Maintains databases (e.g., creation, entry and update system menus, configuration of data, tables and files).**
♦ **Configures and maintains security profile accounts.**
♦ **Maintains electronic financial data records, user profile and system documentation.**
♦ **Develops and compiles reports and statistics.**
♦ **Monitors data quality.**
♦ **Audit and maintain user security.**

### D.  <u>System Implementation</u>

♦ **Evaluates, processes and installs computer-based systems.**
♦ **Assesses requirements, monitors deployment of hardware.**
♦ **Evaluates, processes and implements all patches (upgrades); re-trains staff post-upgrade implementation.**


### E.  <u>Related Key Work Activities</u>

♦ **Documents policies and procedures related to computer system implementation.**
♦ **Documents database fixes, work-arounds, system development and maintenance, training manuals.**

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*


*Validating Signatures:*

*CUPE:*                                                    *SEIU:*

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*SGEU:*                                                   *SAHO:*

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*Date:  May 16, 2013*