



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Finance Analyst **Full-Time Permanent Position**

Under the general supervision of the Finance Manager, this position is responsible for managing the County ERP system (Serenic). The incumbent will assist in planning, development, implementation, training and maintenance of new ERP modules as needed. The incumbent is responsible for providing business and system process improvements, implementation and support of the ERP systems and other corporate technology systems to meet the County's financial business needs. The incumbent will also be responsible for assisting the Finance Manager in the development and implementation of Asset Management Plan and associated processes to ensure compliance with the MGA.

Responsibilities:

- Provide support for the County's ERP system, including assisting with month end and year-end procedures, creating, modifying and testing reports, user support, and creation of ERP system documentation
- Establish standards, procedures, and policies for ERP technology systems, their implementation, maintenance, monitoring, technology best practices and use
- Perform assessments of financial systems and processes and develop improvement strategies for reporting, analysis and internal controls
- Oversee the development, testing and maintenance of solutions to satisfy business, functional and reporting requirements and specifications of the County's management and users across various departments
- Lead or assist with various projects, including process review and improvements, internal control reviews, and other departmental projects that may be assigned from time to time
- Perform system administration duties on other financial software to ensure the software meets the needs of the organization with respect to financial data accuracy and security. Escalate any issues to manager and appropriate support services and provide fixes in a timely manner. Provide ongoing training to all users of financial software
- Ad-Hoc projects and requests from finance manager or other department managers.
- Setup and maintenance of GL accounts, reports, gravel, inventory, costing, fixed asset, accounts payable, accounts receivable, purchase orders, business license and other applicable ERP system modules

Qualifications:

- Bachelor's Degree in Accounting/Finance or a related field
- Diploma or certificate in an IT related discipline is an asset
- CPA designation or presently enrolled and working toward a professional designation
- Sound knowledge and understanding of basic accounting concepts
- Understanding of PSAB standards
- Municipal experience is an asset
- Experience with multiple ERP (Serenic/Diamond/Great Plains) is an asset
- Intermediate to advanced understanding of Microsoft Office suite
- Working knowledge of Geoware, Flowpoint, ActiveNet, BookingKing an asset
- Ability to foster and maintain effective relationships among peers and/or stakeholders
- Deal effectively and tactfully with the internal and external stakeholders simultaneously

- Excellent organizational skills, prioritizing and ability to multitask with minimal supervision
- Ability to manage multiple projects at a time
- Proven verbal and written communication skills
- Ability to work and maintain accuracy under pressure and to meet critical deadlines
- Understand/analyze the relationships between complex business requirements and technological solutions that align with County's business, creating collaborative solutions

Salary range: Under Review

- Salary will be commensurate with experience and qualifications.
- Lac La Biche County offers a comprehensive and competitive benefits package and pension plan.
- Competition Number: 41-FA-18
- Closing Date: Open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources
Lac La Biche County
Box 1679
Lac La Biche, AB T0A 2C0
Fax: 1-888-421-2533
Email: hr@laclabichedcounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.