

SCHOOL DISTRICT #42
MAPLE RIDGE - PITT MEADOWS

JOB DESCRIPTION

JOB TITLE: Business Analyst

DATE: July 2014

PAY GRADE:

LOCATION: District Education Office

SUMMARY: Under the supervision of the Director of Finance, performs specialized financial or cost analyses. Provides analysis, documentation, testing, training and support on finance and related business systems or issues. Builds and maintains excellent working relations and liaises with internal and external stakeholders.

DUTIES:

1. Monitors business systems (e.g. SRB, Parent Portal) and recommends necessary system and process changes to improve efficiency of business functions.
2. Participates in business systems implementation, redesign and upgrade initiatives.
3. Designs and provides business systems training for District staff.
4. Creates and maintains business process documentation for the Finance department.
5. Gathers requirements, develops and implements business reports and forms using a variety of software tools.
6. Performs specialized financial or cost analysis (e.g. net present value, what-if analysis); prepares related reports (e.g. pro-forma financial statements).
7. Assists in reviews of financial and internal controls to determine whether such controls are adequate to meet management objectives and ensure the safeguarding of assets; recommends and implements security and system control procedures.
8. Communicates, in an effective manner, complex business requirements and financial information to district staff, vendors, and outside agencies.
9. Works with staff to determine business requirements as they relate to IT initiatives.
10. Conducts monthly variance analysis and identifies variances from budget to actual.
11. Provides support on Finance Department initiatives and special projects.
12. Builds and maintains excellent working relationships with all staff and external stakeholders.
13. Liaises with District staff, vendors, and outside agencies.
14. Performs other assigned duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Bachelor's Degree in Business Administration or related field from an accredited Canadian institution or equally assessed foreign academic credentials.
2. A minimum of 5 years of related experience in the areas of finance and business analysis.
3. Intermediate knowledge of accounting principles, budget preparation, resource allocation and planning principles and concepts.
4. Intermediate knowledge of business systems analysis and problem resolution, combined with developed critical thinking and analytical reasoning skills to identify and implement process improvements that streamline and create efficiencies.
5. Experience with activity, workflow and organizational analysis for business/process re-engineering or efficiency improvements.
6. Ability to operate office equipment, computers and a variety of software programs at an advanced level, as well as advanced knowledge of computerized accounting systems and concepts. Expert in Microsoft Office applications.
7. Ability to accurately complete a high volume of work with attention to detail and within deadlines.
8. Ability to handle confidential/sensitive material with discretion.
9. Ability to work independently and exercise mature judgment.
10. Demonstrated ability to execute and follow-through to completion and documentation.
11. Strong written and verbal communication skills, with the ability to coach other members of the team as required.
12. Ability to communicate and function effectively and harmoniously with staff and outside agencies.

JOINT COMMITTEE MEMBER'S SIGNATURES:
