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The City of Surrey is a place of innovative transformation and accelerated growth—where the future is limitless and possibilities are endless. If you are excited about helping to build the city of tomorrow—and you share our values of integrity, service, teamwork, innovation and community—join us, today.

Financial Application Analyst

Under direct supervision, provide functional application support for the Financial Application System and ensure it meets the business needs of all end users primarily in the Procure to Pay business stream, which includes Purchasing, Inventory Management and Accounts Payable. Be knowledgeable in all system functionality and work in a complex multi-site organization providing support and training in relations to the system. The role includes day to day maintenance of the system, using considerable judgment and problem solving ability to understand the business and technical setup of the system and communication ability to explain technical issues that impact business operations.

Typical duties include:

- Being the primary source of contact, responding to, investigating, prioritizing and resolving integrated administrative, technical or operating problems within the functional end user base using standard methodologies and procedures, interpreting or adapting as situations and problems arise.
- Participating in ongoing business operations and completing work assignments as delegated.
- Developing training material for end users and ensure that end user system document is appropriate and complete.
- Understand and manage automated business processes that use workflow.
- Performing other related duties as assigned.

The ability to communicate effectively, establish and maintain effective working relationships with internal and external contacts is essential for success in this position. In addition, possess excellent planning, organizing and estimating skills alongside the ability to work in a strategic and proactive manner. You have the ability to think logically and analytically in a problem solving environment and have effective presentation skills. Also, you will need to be able to understand the financial systems and be able to apply them to automated processes within the Financial Application System in an effective and efficient manner.

The ideal candidate:

- will be, at a minimum, in the final year of a professional accounting designation
- have at least 3 years of direct and relevant experience, preferably in a municipal setting
- have direct in-depth experience and knowledge of application systems and processes related to Bid Solicitation, Inventory Management, Contract Management, Purchasing and Accounts Payable functions

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