

JOB DESCRIPTION

JOB TITLE	Business Operations Analyst – Corporate Services
DEPARTMENT / PROGRAM AREA	Corporate Services
REPORTING TO	Manager of Finance
EFFECTIVE DATE	December 2020
SALARY	Band 4

GENERAL PURPOSE [Description of the purpose of the position, why does it exist what are key responsibilities?]
Under the direction of the Manager of Finance, the Business Operations Analyst – Corporate Services will contribute to the Corporate Services team's success by providing reporting expertise, technology support and guidance with financial requirements. Using advanced excel skills and financial management techniques this position will conduct financial analysis, perform reconciliations, and assist with Ministry reporting requirements. The position will also support the Corporate Services department in business case writing and other special projects as assigned. The position will demonstrate a strong commitment to confidentiality, and will demonstrate excellent customer service skills in interactions with staff at all levels.

KEY ACTIVITIES

[Name and list under each the key activities of the position and percentage estimate of time for each section.]

1. Conduct financial analysis and perform various reconciliations;
2. Provide financial and business modelling and project support;
3. Build effective and cooperative relationships with key department employees and leverage Organizational Change Management to identify, prioritize and execute on key process improvement opportunities;
4. Support other Corporate Services functions such as project management and purchasing;
5. Provide confidential support to the Human Resources department in the functions of payroll, as they relate to financial transactions and reporting;
6. Assist with year-end processes for DNSSAB, including NDHC;
7. Create or assist in the creation of reports, grant applications, and presentations for external partners, the Management Team, the Board, and Board Committees as required;
8. Provide ongoing support for process improvement initiatives and projects to ensure success in making improvements that are sustainable and effective;
9. Assist with Ministry reporting requirements;
10. Ensure finance and administration policies and procedures are accurately followed, as well as adherence to all ministry financial regulations and requirements;
11. Contribute to and manage the forecast budget as assigned;
12. Guide other departments by researching and interpreting accounting policy; applying observations and recommendations to operational issues;
13. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations, and ensuring accounting designation remain up to date;
14. Develop business cases where directed that support the strategic plan of the corporation;
15. Assist with technology support and other duties as assigned.

As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.

QUALIFICATIONS

- Diploma or Degree in Business Administration, Accounting, or Finance is required, an Accounting Designation is considered an asset;
- Three (3) years of experience in the field of accounting;
- Experience working in the public sector, and knowledge of Public Sector Accounting Standards is considered an asset;
- Excellent knowledge of computerized accounting processes and applications;
- Working knowledge of Microsoft Dynamics NAV, Arcori and/or Yardi is considered an asset;
- Strong ability to influence others at many levels within the organization by building trust and strong working relationships;
- Excellent verbal and written communication skills to influence motivate and provide direction across all business lines;
- Excellent time management skills;
- Excellent facilitation skills to deliver persuasive messages across all departments;
- Tenacity and energy in leading change in the pursuit of quality and business improvement;
- Strong analytical skills and process focus;
- Advanced knowledge and use of Excel, Word, and Outlook;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Ability to work with team members to write business cases that support strategic objectives of the corporation;
- A valid Ontario driver's license and a vehicle available for use on the job;
- The ability to communicate in French as well as English is an asset.

COMPENSABLE FACTORS

COMPLEXITY / JUDGMENT

[The decision-making aspects of the position, the variety and relative difficulty of the material or information upon which decisions are based and the use of knowledge and experience in making the decisions.]

Employee works generally towards assigned objectives, instructions and policies.

EDUCATION AND SPECIFIC TRAINING

[The level of formalized knowledge required to satisfactorily fill the position – such knowledge is most commonly acquired as a result of time spent in schools, colleges and universities / today's levels and standards are utilized – Education and Work Experience are rated together.]

Graduation from a two or three year diploma program.

EXPERIENCE

[The length of time required to learn, under instruction or guidance is measured along with the essential techniques and skills the job calls for / work experience is gained on the job under consideration, on prior jobs where the same or more elementary principles and techniques are used and on related jobs where the required body of knowledge can be built up – this is assuming the “incumbent” starts with the education level specified in the Education factor.]

Three years' experience.

INDEPENDENCE OF ACTION

[Reflects the amount of direction and control received from either personal supervision or standard practices and precedents – also considers ingenuity, creativity and original thought required in the job.]

Works under general guidance.

RESULTS OF ERRORS

[Considers the extent of losses to the organization – such losses may result from mistakes occasioned by insufficiently considered decisions or judgements – only in lower level positions is consideration given to carelessness / results of errors is also used to evaluate responsibility for the safety of others.]

May require work of others to trace and make necessary corrections.

CONTACTS

[Contacts refers to the relative importance to the organization of necessary personal relationships of the position holder to others / the contacts can be internal to the organization and external.]

Contacts of importance or frequent but of non-selling nature.

CHARACTER OF SUPERVISION

[Considers the degree, kind and intricacies of supervisory responsibility – such responsibilities may involve direct functional direction as in “line” positions or advisory responsibilities as in “staff” relationships]

No supervision.

SCOPE OF SUPERVISION

[Appraises the size of the direct line responsibilities measured in total number of persons supervised.]

No supervision.

PHYSICAL DEMANDS

[Considers the degree and severity of exertion associated with the position.]

May require considerable visual attention and/or mental concentration.

WORKING CONDITIONS

[Evaluates the disagreeableness of the job environment from the employee’s standpoint – it includes the degree of health hazard and any aspects of necessary travel occasioned by the job.]

Mostly inside but with some little exposure to dirt, oil, noise, weather. Limited travelling – no overnight trips. No injury exposure.

THE FOREGOING IS AN ACCURATE DESCRIPTION OF THE POSITION

Director of Corporate Services:

Dated:

Chief Administrative Officer’s Signature:

Dated: