



SQUAMISH

HARDWIRED *for* ADVENTURE

The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

External Job Posting

Position:	Financial Systems Analyst
Status:	Regular Full-Time
Work Area:	Information Technology
Posting Date:	September 18, 2025
Closing Date:	October 3, 2025

GENERAL SUMMARY

Under the direction of the Business Applications Manager, the Financial Systems Analyst has a solid background and knowledge of accounting principles, is analytical, solution-focused, technically strong, a great communicator and team player. The incumbent will actively participate in planning, organizing, configuring, testing, implementing and supporting the ERP, and related financial software solutions. This position guides the design and improvement of business processes, ensures the integrity of data conversions, and tests that system requirements support effective and efficient financial operations and reporting. This position requires a high level of technical and financial expertise and plays a critical role in delivering change in a dynamic and rapidly growing organization.

KEY RESPONSIBILITIES

Project Management & Leadership

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Leads business process design to ensure efficiency in operations and strong internal controls, overseeing system design requirements, as approved by management are delivered and functioning as intended;
- Performs complex analysis, modelling, reporting and data management of financial systems; Performs and coordinates systems testing to support product growth and continual service improvement;
- Oversees and/or is directly involved in reconciliation of all financially related data conversions;
- Develops report requirements for management approval and tests for accuracy of results and effectiveness for end users;
- Conveys emerging change management considerations and ensures that financial staff and management are apprised of project implementation development and status, seeking input as appropriate;
- Oversees systems configuration, documentation and management of issues;
- Participates in the development of training plans and materials and provides training for end users of the systems;
- Oversees on-going maintenance and testing for system updates, provides on-going support to end users and further systems development and improvements post-implementation; and
- Acts as project manager regarding the implementation of financial process and system changes; liaise with departments to ensure proper data management in financial systems.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Strong knowledge and understanding of BC Municipal legislation and best practices; and
- Experience in financial plan development particularly for a BC Municipality with a solid understanding of all facets of financial management for a BC local government organization.
- Thorough understanding of financial internal controls, system security, and privacy laws;
- Experience with BC Municipal reporting requirements with expertise in fund-accounting, reporting financial results in compliance with Public Sector Accounting Standards, as well as, Community Charter requirements for financial plan reporting;
- Training and experience in change management and business process redevelopment;
- Comfortable in leading training sessions within a classroom or remote setting;
- Possesses technical skills required to maintain and update Financial systems, including:



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- Microsoft SQL database administration
 - Microsoft SQL query development and maintenance
 - Developing, maintaining, and troubleshooting interfaces between systems using a variety of tools including SQL
 - Report development using SQL and proprietary vendor systems
 - Management of system security and user accounts
- Strong and demonstrated leadership skills in prioritization, organization, and communication;
 - Excellent interpersonal skills with the ability to deal with people in a professional manner;
 - Strong time management skills with the ability to meet deadlines;
 - Ability to work both independently and in collaboration with multiple stakeholders and staff;
 - Logical and pragmatic with an aptitude for creating efficiency in a complex and varied environment;
 - Attention to detail but able to review broader systems in a holistic and strategic manner;

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Degree at the Bachelor level in a related discipline; preferably a professional accounting designation (CPA, CGA, or CMA)
 - Extensive experience with financial and ERP based software - preferably Unit4 Business World
 - A minimum of five years of senior financial services experience preferably with supervisory responsibilities;
 - Experience working in Finance or IT in a BC Local government;
- OR**
- An equivalent combination of education, training and experience.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 70 hours biweekly. Current shifts (subject to change) are between the hours of 8:00am to 5:00pm, Monday to Friday (fortnight schedule).

Salary: \$47.63 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) To: #25-99 or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence jobs@squamish.ca and include Accessibility in the subject line. We thank all applicants for applying.