



**A P E G S**

*Association of Professional Engineers  
& Geoscientists of Saskatchewan*

## BUSINESS ANALYST

<b>Department</b>	Governance and Strategy
<b>Position Summary</b>	As a member of the Governance and Strategy Department at the Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS), and under the general leadership of the Manager of Finance and Operations, this position plays a key role in delivering the day-to-day operational responsibilities of centralized business functions at APEGS. It will also play an integral role in actively participating in business and digital transformation initiatives underway at APEGS. The position's main transformational involvement will involve, but is not limited to, the enhancement and modernization of the following business functions: accounting, reporting, budgeting and financial management, records management systems (including financial and payroll records management systems), internal control systems, and, procurement and contract administration guidelines and processes.

### Key Accountabilities

#### Accounting and Reporting

- Working with the Manager of Finance and Operations and the Manager of Governance, delivers high-quality business services across APEGS and to interested external parties.
- Identifies opportunities to improve workflows as part of day-to-day process improvement.
- Prepares monthly and quarterly financial statements; prepares accounts receivable, accounts payable, and, in consultation with Manager of Finance and Operations, completes account reconciliations and associated working papers.
- Contributes as an integral team member of the annual audit process and preparation of year-end financial reporting for regulatory and government entities.
- Prepares quarterly synopsis of the financial statements and projections for review and, as required, presents the quarterly synopsis to the management and leadership teams.
- Assists in preparing financial commentary for Council meetings and the AGM.
- Recommends annual budget guidelines and assumptions; prepares draft budget and supporting commentary, with consultation and input from the management team.
- Provides analytical advice, guidance, information, and support to departments.
- Helps develop, strengthen, and review business plans by providing financial input and recommendations.
- Builds and maintains effective working relationships across all departments of APEGS and with key external parties with an interest in APEGS.
- Develops or tailors ad hoc reporting outputs or dashboards, which may include reporting for Council, governance committees, leadership, or required corporate reporting for compliance/regulatory purposes.
- Prepares the annual tax return for review/approval.
- Complies with privacy policies and all applicable privacy legislation when carrying out job duties and functions; proactively researches and identifies potential privacy issues for immediate attention.

#### Process Improvement

- Works in close consultation with the IT Department and project teams on transformation of business processes.
- As a key contributor to the business and digital transformation strategies underway at APEGS:
  - Evaluates business processes of the accounting and finance function, identifies future-focused business needs, and formulates modernized business programs and initiatives
  - Identifies risks associated with change and transition to accounting, payroll, and financial management systems and internal controls
  - Assists in creating transition plans and implements modernized business processes for centralized operational functions that fall within the Governance and Strategy Department.
- Educates other departments on new or enhanced accounting, budgeting, reporting, and centralized operational processes; shares information of upcoming initiatives that have an impact on other functions; and, collects feedback for consideration and integration into implementation plans.
- Specific projects in the first 24 months may include:
  - Conducting a current state audit of corporate contracts and developing recommendations to reduce risk and enhance contract management practices
  - Developing a system for the streamlined, automated, and safekeeping of financial records
  - Developing business requirements aimed at modernizing current accounting and centralized operations
  - Participating in the development of a records management framework, including policies for record retention and guidelines for application across the organization.

## **Qualifications**

### Education and Experience

- A minimum of 5 years progressive accounting experience.
- Completion of a post-secondary diploma in accounting or undergraduate degree in business or accounting.
- Chartered Professional Accountant's (CPA) designation, or enrolled in and working towards the designation.

### Knowledge, Skills, and Abilities

- Proficiency in working with Microsoft Office 365, including advanced skills in Excel, Outlook, Teams, and Sharepoint. Experience with Power BI and Sage are considered valuable assets.
- A strong track record of working collaboratively, with a high level of self-awareness of impact on others when recommending and implementing changes.
- Business acumen and critical thinking skills, with proven ability to apply accounting, finance, and sound business principles to surface operational issues and assess how best to address them.
- Working knowledge of Canadian Generally Accepted Accounting Principles (GAAP).
- Proven ability to educate and help others adapt to new business processes.
- Team player with effective communication and interpersonal skills.
- Excellent organizational and analytical skills, with precise attention to detail.
- A track of record of commitment to professional ethics, integrity and confidentiality.
- Highly organized and effectively able to prioritize, pivot, and adjust resiliently to changing priorities if and as needed.
- Ability to deal with confidential matters and act with the highest standard of integrity in order not to compromise personal information.
- Ability to read, write and speak English fluently.