

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Senior Finance Business Systems Analyst

Department:	Finance
Classification:	1 Full-time, Permanent
Affiliation:	Non-Union
Vacancy Reason:	Existing
Shift/Hours:	Monday – Friday, 35 hours per week
Salary Range:	\$110,819.80 - \$122,831.80
Work Location:	City Hall, One the Esplanade South, Pickering, ON, Hybrid Remote
Date Posted:	October 10, 2025
Deadline to Apply:	October 24, 2025 by 12:00 noon

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Senior Finance Business Systems Analyst.

The successful incumbent The incumbent is responsible for supporting the City’s SAP Enterprise Resource Planning (ERP) at various levels of Financial Accounting (FI), including G/L, A/R and A/P and Controlling (CO) for internal management accounting, including cost centres, profit centres and funds management. Providing support to the Purchase to Pay (P2P), including regular analysis of the Supply Chain Management system. Performs regular financial analyses, troubleshooting system issues and data inconsistencies, performing compliance audits of financial transactions and financial data integrity. Assists with new initiatives, financial and project reports development and configuration of the POS system (CORE) and on-line payment systems.

The incumbent will participate in financial systems testing and upgrades. Assisting with preparation of SAP end-user training programs, preparing standard procedure documentation and supporting new user on-boarding.

Primary Responsibilities

- Supports the City’s financial modules within the ERP system; including the General Ledger, A/P, A/R, Project Systems, and Supply Chain Management (SCM). Provides additional support for the Budgeting System, Budget Control and the Asset Management System.
- Supports further development of the ERP system, manages financial master data and reviews system developments through testing, and troubleshooting user issues.
- Provides support for new initiatives related to the Point-of-Sale (POS) System CORE and website payment systems.
- Performs compliance audits on financial transactions and data to ensure compliance with the City’s policies and procedures. Provides reports to the Director as required.
- Optimizes initiatives and efficiencies related to the financial system (SAP). Supports improvements in system performance, assist departments with budget control and improved financial reporting capabilities.
- Assists in identifying opportunities for improvements to existing procedures and systems.
- Assists in developments of the Fixed Asset Master Data, Depreciation Areas and Fixed Asset reporting enhancements.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- University Degree in Accounting, Business Administration, Economics or related discipline and completion of a professional designation (CPA, CA, CGA or CMA).

- Five years' financial analysis experience in a mid to large sized organization with experience in computerized financial reporting, leadership and variance analyses, preferably in a municipal environment.
- Hands on experience using SAP FICO and SCM modules with SAP implementation experience being an asset.
- Proficient in SAP S4/HANA General Ledger (G/L), with a strong understanding of financial transactions, data and workflows.
- Experience with a POS system would be an asset.

Knowledge, Skills and Abilities

- Demonstrable knowledge of generally accepted accounting principles and practices and general municipal accounting.
- Demonstrated proficiency in using, supporting and troubleshooting an ERP system (SAP).
- Strong problem solving, analytical, organization, presentation and customer service skills.
- Strong communication skills both verbally and in writing (in the English language), as well as effective planning and time management skills.
- Ability to work independently on assigned duties with minimum supervision and work effectively as a member of a team when required.
- Ability to establish and maintain effective business relationships with all levels of employees and elected officials.
- Strong initiative and ability to work with multiple priorities in an active environment.
- Demonstrated proficiency in the use of personal computers and Windows based computer applications with an emphasis on computerized financial systems and software applications, including Excel spreadsheet software.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.

Compensation also includes the ability to work a hybrid remote schedule, a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

