

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.

## Financial Systems SAP Business Analyst

**Requisition ID:** 133138  
**Department:** Finance  
**Classification:** 1 Full-time, Permanent  
**Affiliation:** Non-Union  
**Vacancy Reason:** Existing  
**Shift/Hours:** Monday – Friday, 8:30 am – 4:30 pm, 35 hours per week (On-Site)  
**Salary Range:** \$107,070.60 to \$118,682.20 annually  
**Work Location:** City Hall, One the Esplanade South, Pickering, ON, L1V 6K7  
**Date Posted:** Monday, February 24, 2025  
**Deadline to Apply:** Friday, March 14, 2025

### Job Summary

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

The successful incumbent will be a key member of the City's SAP business solutions team and will provide SAP functional expertise in Financial Systems area. As the corporate authority and champion for financial systems information, responsibilities include the proactive identification and management of opportunities to obtain the full benefit from the City's SAP investment. The individual will be required to research and analyse the SAP functional roadmap and develop a strategy to identify future solutions and provide input into the City's own roadmap for SAP financial systems applications. The individual will be expected to work closely with Accounting Services as it relates to SAP as well as support the business and end user community through training, guidance and resolving issues.

### Primary Responsibilities

- Provides SAP financial system functional expertise, investigates SAP standard functionality and recommends solutions to evolving general ledger, financial reporting requirements and day-to-day activities, such as accounts payable, bank reconciliation, etc.
- Demonstrates an ability to troubleshoot system functionality issues related to Financial Information Systems (FIS).
- Identifies and implements SAP best practices for the FIS area enabled by SAP applications.
- Translates business requirements into detailed functional specifications, test scripts and other system documentation.
- Coordinates the implementation of assignments with other business process changes and/or initiatives.
- Contributes to the overall change management leadership required to implement organizational changes by introducing new processes and assisting with transitional functionality.
- Works collaboratively with key stakeholders to develop and document standard operating policies and procedures and develop appropriate training programs.
- Oversees the development of Ad Hoc queries for reporting.

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 Business Administration, Commerce or Computer Science.
- Professional accounting designation as a CPA is preferred.
- SAP Certifications (i.e. TERP10) considered a strong asset.
- Four years' experience in reviewing, advising, assessing impact and testing system upgrades. Progressively more responsible related work experience in a mid to large size multi-departmental organization.
- Previous experience working in the Public Sector or Municipality is considered an asset.
- Experience with migration to RISE is an asset.

## Knowledge, Skills and Abilities

- Demonstrated ability to coordinate the implementation of assignments with other business process changes and/or initiatives.
- Experience in contributing to the overall change management leadership required to implement organizational changes.
- Ability to collaborate with key stakeholders to develop and document standard operating policies and procedures and develop appropriate training programs. • Writing functional specifications and preparing training materials for various SAP modules.
- Project implementation experience with S/4 HANA and FIORI.
- Excellence with SAP FICO configuration and integration with other functionalities and external systems: GL, AP, AR, Cost Centres, Internal Orders, Project Systems, Funds Management.
- Familiarity with R2R and P2P business processes.
- Demonstratable expertise with SAP Workflows.
- Strong understanding of ASAP methodology, ABAP, LSMW, PI/PO, SAP Security.
- Ability to adapt to change quickly and to manage multiple priorities.
- A solution-based thinker with above average analytical and problem-solving skills.
- Acts with integrity and maintains confidentiality when dealing with sensitive information.
- Excellent interpersonal and communication skills and the ability to present information accordingly.
- A strong customer service orientation to provide problem solving and consultation services to all levels of management.
- Meticulous attention to detail and accuracy.
- Ability to establish and maintain effective business relationships with staff at all levels and be able to work independently, as a team leader and as a team member.
- Proficient in the use of standard MS Office software (Word and Excel) is required.
- Working knowledge of Public Sector Digest software packages: Budgeting (FMW) and Asset Management (PSD Citywide) is considered an asset.
- Strong analytical and negotiation skills are required.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment

Compensation also includes 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.

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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](mailto:hr@pickering.ca).

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

