

Position: Business Analyst
Reports to: Manager, Applications Support
Contract type: Fixed Term; 24 months

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a dynamic, results-driven and collaborative individual with excellent organizational, analytical, and customer service skills for the Business Analyst role. Come join a collaborative network of like-minded professionals and take the first step towards an exciting opportunity by applying for the position.

Job Summary

Reporting to the Manager, Applications Support, the Business Analyst will work closely with the business to gather, document and evaluate user requirements for new projects. The successful candidate will work closely with the development team to assist with the implantation and support of our business information systems.

Key Responsibilities:

Business Analysis (90%)

- Gather and document requirements including job activities, business processes and business rules;
- Evaluate and verify business requirements;
- Develop workflow charts and diagrams, studying system capabilities;
- Clarify and finalize project requirements by identifying project milestones, define project scope, project phases and other elements;
- Work with the developers and DBAs to develop viable solution proposals, including wireframes and prototypes;
- Conduct solution proposal walkthrough sessions with business users and developers;
- Prepare solution proposal documents including functional specifications, and get sign-off from the project sponsors;
- Work with developers and DBAs to help them understand the business processes and specifications so they can build and implement the solution;
- Write business application procedures;
- Develop and maintain strong working relationships with all the business users;
- Work with our QAs to ensure that test scripts are properly developed based on the requirement document;
- Prepare test scripts and execute tests when needed.

Operations (10%)

- Participate in the testing of the monthly patching of CPABC information systems;
- Participate in the testing of periodic service pack deployments for CPABC application systems;
- Participate in testing of iMIS upgrade when needed;
- Participate in application testing when needed.

Key Requirements:

- Bachelor's Degree or post-secondary qualification in Computer Science or equivalent;
- Two (2) plus years of experience as a Business Analyst required;
- Proven ability to prepare clear and concise business requirement documents;
- Solid knowledge and experience with business and process reengineering and the System Development Life Cycle;
- Ability to think critically and go beyond the surface to uncover the root of business issues and requirements;



- One (1) to two (2) years of experience managing projects; specifically defining project scope, timeline, steps and deliverables;
- Excellent interpersonal, communication and presentation skills, both verbally and written;
- Ability to work collaboratively as a key member of a team and independently with minimum supervision;
- Meticulous attention to detail, refined organizational skills and the ability to multi-task;
- Proven ability to prioritize competing requirements and deadlines under pressure.

Preferred Experience:

- Prior experience overseeing or performing Quality Assurance work would be preferred;
- Experience using automated testing tools would be an added bonus, but is not required.

Why join our team? CPABC offers a balanced and flexible work environment with a competitive compensation package. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

If this job outline describes you, please email your **résumé and cover letter with salary expectations** to HRCPABC@bccpa.ca. This position will remain open until filled.

We thank in advance all candidates who respond; however, only those selected for interviews will be contacted.

About CPABC

The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for almost 36,000 CPA members and 5,500 CPA students and candidates. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations.