Edmonton Catholic Schools is now accepting applications for the position of

Application Development Specialist-Financial Systems
(Existing position)

Edmonton Catholic Schools is a large urban school district whose mission is to provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another. The District is comprised of over 40,000 students and 3,500 employees in 89 schools and other sites.

This position is one of two providing technical support to Financial Services and works with Information and Infrastructure Technology Services as part of the self-managed development team. The job is accountable for online report design and implementation from Cayenta accounting system and Excel source data.

The job participates in the planning and provides direct support to the development/re-engineering implementation and on-going maintenance of a wide range of in-house developed mission critical applications. The job works with significant independence and is considered a full-working level systems analyst with specialized focus in three areas.

This is an Out of Scope, Level 6, permanent, full-time, position with a salary range of $73,997.00 - $92,510.00 to commence as soon as possible.

Primary Duties and Responsibilities:
- Design web based data entry and reporting systems to replace existing Excel based spreadsheet applications;
- Collaborate on the design of real-time consolidated reports for schools and departments;
- Provide technical assistance, support and expertise to Financial Services staff with spreadsheets, electronic financial systems;
- Assist in the coordination and resolution of problems with the payroll interface file to the general ledger, validate and maintain data integrity during the process;
- Participate in the development/re-engineering, implementation and on-going support of a wide range of internally developed Web-based and Windows-based business and educational applications;
- Collaborate with end-users and software developers to identify bugs and/or issues and facilitate communication between end-users and developers to ensure proper issue identification and resolutions.

Qualifications:
- Degree, or diploma in Computing Science, or Computer Technology fields, plus five years of directly related experience;
- Microsoft Certified Developer or Microsoft Certified Systems Engineer, or equivalent industry certifications;
- Strong working knowledge of current system analysis and design methodologies;
- Strong knowledge of ASP.NET 1.x, 2.x,3.x Web Application Development with C#, Visual Studio, SQL Server 2005/2008 database design and querying, Reporting tools (SQL Reporting Services, MS Access);
- Advanced knowledge of Excel including pivot tables, formulas and VBA;
- Oracle querying and Oracle administration;
- Knowledge of accounting principles including financial data analysis, data-mining, journal entries, and reconciliations and Cayenta Financials;
- Knowledge of design, implementation and support techniques for major business applications and/or server environments; accounting software for large organizations; data manipulation techniques using complex data files from multiple sources; application development tools such as Microsoft Team Foundation Server;
- Excellent organizational and time management skills to meet tight deadlines with minimal supervision while ensuring accuracy, efficiency and quality;
- Excellent written and oral communication skills and the ability to communicate technical information to a range of non-technical clients.

A complete job description is shown below.

For additional information on this job opportunity, please contact Don Switzer at Donald.switzer@ecsd.net.

Please email a letter of interest and resume by 4:00 p.m., Friday, January 22, 2016 to:

Corinne King, Manager, Staffing
Human Resource Services
resumes@ecsd.net

Prior to employment, successful candidates will be required to submit Police Information Check and Intervention Record Check documents.

We thank all candidates for their interest. Only applicants considered for the position will be contacted.
JOB IDENTIFICATION:

<table>
<thead>
<tr>
<th>Incumbent: Vacant</th>
<th>Working Title: Application Development Specialist – Financial Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Classification Level: 6</td>
<td>Requested Classification Level:</td>
</tr>
<tr>
<td>Supervisor’s Name:</td>
<td>Supervisor’s Working Title: Manager</td>
</tr>
<tr>
<td>Location: Catholic Education Services</td>
<td>Department/Program: Information and Infrastructure Technology Services/Information Technology Services</td>
</tr>
</tbody>
</table>

PRIMARY FOCUS/OVERALL ACCOUNTABILITY: Provide a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.

The job is one of two providing technical support to Financial Services and works with Information and Infrastructure Technology Services as part of the self-managed development team. The job is accountable for online report design and implementation from Cayenta accounting system and Excel source data.

The job participates in the planning and provides direct support to the development/re-engineering implementation and on-going maintenance of a wide range of In-house developed mission critical applications. The job works with significant independence and is considered a full-working level systems analyst with specialized focus in three areas.

JOB RESPONSIBILITIES AND ACTIVITIES: Normally a job has four to eight core responsibilities, each of which shows what the job is accountable for, within what framework, and what the added value is. For each responsibility, approximately four major activities should be described. List the core responsibilities in ascending order of importance.

1. Design web based data entry and reporting systems to replace existing Excel based spreadsheet applications.

2. Collaborate on the design of real-time consolidated reports for schools and departments.

3. Provide technical assistance, support and expertise to Financial Services staff with spreadsheets, electronic financial systems.

4. Participate in the process of accurately transferring source data to the general ledger and user reports.

5. Assist in the coordination and resolution of problems with the payroll interface file to the general ledger, validate and maintain data integrity during the process.

6. Perform analysis of existing software applications and processes.

7. Assist with the maintenance and rollovers of the electronic financial system

8. Participate in the development/re-engineering, implementation and on-going support of a wide range of internally developed Web-based and Windows-based business and educational applications.

9. Identify and initiate process improvements to reduce manual efforts and maintain accuracy and controls.

10. Manage test environments for In-house developed applications and provides application deployment to production environments from the test environments after successful testing.

11. Collaborate with end-users and software developers to identify bugs and/or issues and facilitate communication between end-users and developers to ensure proper issue identification and resolutions.

12. Provide high level maintenance programming and support to internally developed software including the definition and resolution of day to day application issues or bugs.

13. Perform high-end structured application testing on assigned systems prior to deployment to ensure the user receives a working product meeting all project objective

14. Maintain knowledge through professional development activities and remain current on emerging technology and services
PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; assistance available; and any problems or decisions that must be referred to a supervisor for resolution or approval.

The general approach to problem resolution is to follow a systematic process to eliminate possibilities of errors and problems (bugs). If an error/problem still occurs, the job funnels down and conducts independent research to resolve it. Access to assistance isn’t readily available in the district and frequently the incumbent must rely on outside organizations for help.

In performing development work, the job creates and deploys applications to a test server environment -including databases. The job identifies errors/bugs with these applications; finds the cause; and resolves these problems. Once this process is completed to the incumbent’s satisfaction, the applications are deployed on the central environment. Further testing occurs and the job determines if the applications require changes or additions on an on-going basis. To find problems the incumbent must be knowledgeable of the development and network environments where the applications will run.

The job supports internal and external clients by identifying the cause of the problems of their applications. The job then finds the solution and shares it with the Application Analyst Team. Work with applications is on-going, some are shelved.

The job maintains all in-house developed applications on the division’s server and advises the Technical Support Team of the changes and if there are any bugs/flows.

ORGANIZATIONAL DATA: Identify any measurable areas upon which the job has either direct or indirect impact. Measures that may be included are: number of staff supervised, annual operating budget, number and size of projects, clients served or any other significant values. Include examples that indicate the “size” of the job. Attach a complete Organization Chart that includes supervisor, peers, direct reports and staff.

The job participates in planning, develops/re-engineers, implements and provides ongoing maintenance for a wide range of in-house developed business and educational software applications. These applications cover the spectrum of Financials, Human Resources/Payroll, and District Reporting Services.

The job provides a range of assistance, support and technical expertise to Financial Services staff and works closely with Information and Infrastructure Technology Services staff as part of the development team.

The work is focused on Cayenta, PeopleSoft and Excel. These mission critical applications provide direct administrative support to 33,000 students, 3,000 staff within Edmonton Catholic School District.

REPORTING RELATIONSHIPS: Identify the jobs and the number of incumbents within each job that report directly to you. Provide a brief summary of each subordinate job’s purpose.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Responsibilities</th>
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</thead>
</table>

CONTACTS: Identify internal and/or external contacts such as co-workers, clients, stakeholders and partners. Indicate the nature and purpose of contact (i.e. to deliver information, present data, negotiate contracts, etc.) and frequency (daily, weekly, monthly etc.).

<table>
<thead>
<tr>
<th>Contact</th>
<th>Nature and Purpose</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principals, administrators, managers and district staff</td>
<td>To provide and exchange information</td>
<td>Daily</td>
</tr>
<tr>
<td></td>
<td>To participate on projects</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To provide expertise, identify and resolve problems</td>
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<tr>
<td></td>
<td>To collaborate on development activities</td>
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</tr>
<tr>
<td>Major technology providers</td>
<td>To participate as a development team member</td>
<td>Weekly</td>
</tr>
<tr>
<td></td>
<td>To provide technical application support in executing development/re-</td>
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March 1, 2013
To provide and obtain information

Contractors and consultants
To plan, coordinate and complete projects.
To obtain information and resolve problem
Monthly

End users group
To provide and exchange information
To participate on projects
To identify and resolve problems
Daily

**Job Qualifications:** Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. Outline specific training that is needed to do the work and any occupational certification/registration required for the job. Include a list of competencies (skills and abilities) critical in performing the job.

<table>
<thead>
<tr>
<th>Knowledge and Experience</th>
<th>Competencies</th>
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</thead>
<tbody>
<tr>
<td>• Degree, or diploma in Computing Science, or Computer Technology fields, plus five years of directly related experience.</td>
<td>• Excellent organizational and time management skills to meet tight deadlines with minimal supervision while ensuring accuracy, efficiency and quality</td>
</tr>
<tr>
<td>• Microsoft Certified Developer or Microsoft Certified Systems Engineer, or equivalent industry certifications.</td>
<td>• Strong time management skills and the ability to work in a dynamic, fast-paced environment;</td>
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<tr>
<td>• Strong working knowledge of current system analysis and design methodologies;</td>
<td>• Excellent written and oral communication skills and the ability to communicate technical information to a range of non-technical clients</td>
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<tr>
<td>• Strong knowledge of ASP.NET 1.x, 2.x,3.x Web Application Development with C#, Visual Studio , SQL Server 2005/2008 database design and querying, Reporting tools (SQL Reporting Services, MS Access)</td>
<td>• Strong critical thinking, problem solving and analytical skills with the ability to think strategically and systematically and to identify key issues</td>
</tr>
<tr>
<td>• Advanced knowledge of Excel including pivot tables, formulas and VBA</td>
<td>• Strong collaborative and teamwork skills with the ability to work independently and be result oriented.</td>
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<tr>
<td>• Oracle querying and Oracle administration</td>
<td>• Strong needs assessment and consultation skills</td>
</tr>
<tr>
<td>• Knowledge of accounting principles including financial data analysis, data-mining, journal entries, and reconciliations and Cayenta Financials</td>
<td>• Strong consultation skills, customer service focused attitude and the ability to conduct needs assessment of non-technical users</td>
</tr>
<tr>
<td>• Knowledge of design, implementation and support techniques for major business applications and/or server environments; accounting software for large organizations; data manipulation techniques using complex data files from multiple sources; application development tools such as Microsoft Team Foundation Server.</td>
<td>• Ability to influence decision-making and to recommend alternative solutions or courses of action</td>
</tr>
<tr>
<td>• Knowledge of the educational environment and its unique technical requirements.</td>
<td>• Aptitude to learn, to administer and to support new software</td>
</tr>
</tbody>
</table>

**Signatures**

The signatures below indicate that the incumbent, supervisor and principal/director have read, discussed, and agreed that the information accurately reflects the work assigned.

**Incumbent**

Name ___________________________ Signature ___________________________ Date ___________________________

**Supervisor**

Name ___________________________ Signature ___________________________ Date ___________________________
This information is being collected under the authority of Board Governance Policy EL# 5 relating to Freedom of Information and Protection of Privacy (FOIP) Act and will be used to allocate positions within a classification plan and to manage the Edmonton Catholic School District’s HR program. If you have any questions about the collection of this information, contact the Assistant Superintendent, Human Resource Services at 780 441-6061.

Organizational Chart

Manager

Name          Signature          Date

Chief Financial Officer

Director, Financial Services

Manager, Financial Systems

Coordinator, Accounts Receivable and Reporting

Application Development Specialist, Financial Reporting

Application Development Specialist

Manager, Information Technology (I & ITS)

Financial Services

Financial Systems, IT and Training

March 26, 2013