

## ERP SYSTEM REPLACEMENT PROJECT POSITIONS

The City of Camrose is seeking the following positions to join the City of Camrose's ERP System Replacement Project Team!

- Business Analyst
- System Analyst
- Project/Communications Assistant

The successful candidates will possess strong analytical and communication skills combined with experience from similar projects and within areas such as project communication, coordination of testing and training activities, data migration and general project management. The particular duties of each role will be adjusted to meet the skill sets of the candidates to maximize each individuals' contribution to the project. The positions will have a term through December 31, 2025.

The ERP Replacement Project commenced in November, 2023. The software solutions (UNIT4 and MUNivers) were selected in June, 2024 and the design and build of the software solution is currently ongoing. The project is comprised of two phases. Phase I has a deadline of December 31, 2025 and will include core/base finance and HR functionality. Phase II is expected to be initiated and completed in 2026 and will include various modules and improvements not completed during Phase I.

Reporting to the General Manager of Financial Services these positions will ensure project goals are met within respective areas and will allow the City to meet project timelines and goals.

Preference will be given to candidates that are able to work onsite at the City of Camrose to help foster our team environment and accommodate impromptu in-person project meetings / discussions.

### FUNCTIONS/DUTIES (but not limited to):

- Overseeing and coordinating testing activities including creating test plans, managing test cases and working with Leads to ensure software quality.
- Coordinating development of end-user materials together with Leads and Subject Matter experts that will allow the users of the system to easily access information on how to use the system.
- Prepare and coordinate project communications in accordance with the Communications Plan to various user groups and stakeholders.
- Assist and/or Lead areas of project dependent upon prior experience – potential areas include banking, projects, fixed assets and/or other areas.
- Assisting with project coordination activities.
- All other relevant duties as assigned.

### QUALIFICATIONS:

- Post-secondary degree in Computer Sciences, Business, Commerce, Business Information Systems or Data Analytics.
- Previous experience with system replacement / implementation is considered an asset.
- Knowledge / understanding of general accounting is considered an asset.
- Excellent data-related computer skills utilizing MS Project, JIRA, SQL, UNIT4, Salesforce is considered an asset.
- Excellent data analysis skills, strong communication skills, the ability to work with minimal supervision, and skills to evaluate, investigate, and interpret information related to financial processes.

**HOURS OF WORK:** Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

**SALARY & BENEFITS:** The City of Camrose offers a competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

**APPLICATIONS:** Qualified applicants are encouraged to submit a cover letter and current resume via e-mail or to the address below. Interviews will be held as applications are received and the posting will remain open until positions are filled. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however only candidates selected for interviews will be contacted.***

### CONTACT:

City of Camrose - Attention: General Manager of Financial Services  
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