

MEMBER MUNICIPALITIES

CITY OF BEAUMONT

CITY OF LEDUC

CITY OF FORT SASKATCHEWAN

CITY OF SPRUCE GROVE

> CITY OF ST. ALBERT

TOWN OF BON ACCORD

> TOWN OF GIBBONS

TOWN OF MORINVILLE

TOWN OF STONY PLAIN

LEDUC COUNTY

PARKLAND COUNTY

STRATHCONA COUNTY

STURGEON COUNTY

Sustainable Wastewater Solutions ≽

## **Business Analyst - Permanent Full-time**

ARROW Utilities, a Capital Region Commission is a regional services Commission providing wastewater transmission and treatment to nearly 400,000 people in 13 municipalities surrounding the City of Edmonton. ARROW owns and operates 200 km of wastewater transmission lines, 5 pumping stations, and the main wastewater treatment plant. Our mission is to provide safe, reliable, cost efficient, and environmentally responsible wastewater transmission and treatment service.

# OPPORTUNITY

There is an exciting opportunity to join our team. Reporting to the Director of Finance and Corporate Services, the ideal candidate will have experience in coordinating new software implementation or system integration, business process design and documentation, and data analytics reporting.

- Data Analysis: Using SQL queries, extract, analyze, and understand large sets of financial data to find trends, patterns, and useful insights.
- Business and Financial Reporting: Develop and improve on business and financial reporting capabilities based on industry best practices and standards that may include interactive visual dashboards for performance visibility while simplifying complex data for nontechnical stakeholders.
- Process Improvement and Documentation: Collaborate with business areas to identify opportunities to streamline, enhance processes to improve efficiency, functionality, information quality, and overall organizational effectiveness, while maximizing the use of internal information technology and system applications.
- Project Management: Provide support for various projects, process design, software integration, and oversee the Enterprise Resource Planning (ERP system) for data accuracy and efficiency while coordinating testing and quality management.

<u>*Please note</u>: Our plant is located just outside of Fort Saskatchewan and public transit is not available.</u>* 

## QUALIFICATIONS

#### To be a successful candidate you must:

- A minimum of 5 years of experience in data analytics, with general knowledge of accounting.
- Strong interpersonal and communication skills, adaptable, and self-motivated, capable of working independently or as part of a team.
- Proficient in problem-solving and troubleshooting, with strong computer skills.
- Holds a post-secondary degree in Computer Science, Business Information Systems, or Data Analytics.
- CBAP, CCBA, PMP, and other relevant certifications and/or training are highly desirable.
- Experience with analytics tools, skills, and dashboards like Power BI, Tableau, and SQL.
- Exceptional analytical skills with a keen attention to detail and the ability to solve complex problems in a timely manner.

# COMPENSATION

This position is a hybrid opportunity, with the ability to work from home up to two days a week. We work a compressed work week of 70 hours biweekly, with every other Friday as an earned day off (EDO).

The salary range for this position is \$84,121 -\$110,586 per annum. We provide a comprehensive benefits package, paid time off, and eligibility for the Local Authorities Pension Plan. We are proud of our friendly and safe working environment.

To apply, please submit a cover letter & resume to <u>HR@arrowutilities.ca</u> no later than February 24, 2025.

For more information on ARROW, visit: <u>www.arrowutilities.ca</u>

While we appreciate all applications, only those candidates selected for an interview will be contacted.