

Advisor | Business Intelligence

FINAL | July 15, 2010



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Location: Vancouver

Position Reports to: Manager | Finance

Company Name: Hunter Dickinson Services Inc.

Position Summary: The Business Analyst will act as liaison between the corporate accounting teams and IT teams, working towards defining and improving business systems and processes as well as acting as a project manager in the implementation of new systems within the finance team.

Through active participation ensure the Company's activities adhere to the **Responsible Mineral Development** philosophy. Implement, enforce and support the highest standards of health, safety & environmental management, local socio-economic interaction & corporate conduct.

Key Result Areas & Specific Responsibilities:

Business Maintenance

- Liaise with the company's corporate accounting teams, IT teams and operations to formulate, define and implement systems scope and objectives; and
- Research best practices and implement applicable business systems and processes.

Information Systems Administration

- Oversee the integrity of ERP, time recording and business intelligence systems to ensure accuracy and timely completion;
- Review and analyze business systems and user needs;
- Define scope, objectives and prepare procedural documentation; and
- Coordinate system testing and tracking.

Business Analysis

- Assist in the implementation of new system designs and upgrades;
- Define scope, objectives and prepare procedural documentation;
- Analysis and streamlining of accounts payable processes and procedures;
- Prepare reports and presentations to communicate findings; and
- Active communication to internal personnel of progress, deliverables.

Position Requirements:

Qualifications, Skills & Experience.

- 5-7 years' experience in a progressive accounting, or business analysis role;
- Project Management experience;
- Proven experience in the operation and analysis of database hardware, software, and standards, as well as data retrieval methodologies and mainframe applications;
- Working technical knowledge of report writing and business intelligence systems;
- Strong understanding of Information Technology systems and capabilities;
- Prior relevant work experience in business requirements and analysis and problem identification and resolution, with exposure to data and solution architectures;
- Varied experience over different companies, projects, and/or applications is preferred;
- Financial systems implementation testing or enhancement experience; and
- Experience with systems such as Accpac ERP, Oracle Financials, JD Edwards, SAP, Crystal Reports, SQL, Hyperion, PeopleSoft or any other Financial systems is highly desired.
- An understanding of financial concepts and the ability to read, understand and critique financial reports;
- Proven ability to write accurate reports and to analyze data to a significant degree of complexity;
- Business knowledge in multiple disciplines / processes;
- Advanced knowledge and demonstrated use of personal computer software applications including Microsoft Office Products (Word, Excel, PowerPoint, and Visio); and

- Solid understanding of accounting principles including A/R, A/P, GL are highly desired but not required.

Educational requirements

- University degree in Finance related field; and
- CA, CGA, CMA or other financial designation preferred, but not required