



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/03/29

Analyst, IT Performance Office / Analyste, Bureau De La Performance TI

Job ID FE-26-71-28-BC-8F

Web Address

<https://careers.indigenous.link/viewjob?jobname=FE-26-71-28-BC-8F>

Company BDC

Location Montreal, Quebec

Date Posted From: 2021-01-27 To: 2021-03-28

Job Type: Fixed-term Category: Information Technology

Languages Bilingual (written and spoken) in both official languages

Description

No other bank is doing what we do.

At BDC, we're devoted to Canadian entrepreneurs. We're also dedicated to our employees. Adaptable. Inspiring. Different. There's a reason we like to work here and we think you'll like it too.

Join a team of passionate IT professionals! We are committed to continually improving and modernizing our ways of working and we nurture the environment of collaboration, transparency and trust, where each member of the team can express their ideas and opinions.

POSITION OVERVIEW

The Analyst, IT Performance Office, will be responsible for using current solutions, tools and processes used for managing IT departmental expense reports, budgeting, project costs and validation of assets. He/she will be involved in the month-end process by performing various validations and reconciliations. He/she will also be in charge of preparing statistics and other types or reports to help to measure key performance indicators.

CHALLENGES TO BE MET

Validate and prepare reporting and communication to various IT department

Verify finance reports and account reconciliations are completed on a timely basis at month-end to ensure that internal controls are effective and accurate

Help on managing :

o Human Resources list management and vacant position allocation

o consultants, software expenses and Total Cost of Ownership (TCO) of project

Responsible for proposing changes, requirements and improvements to processes and applications used

Maintain statistical reports

WHAT WE ARE LOOKING FOR

New grad with Bachelors degree in Administration, Finance or Accounting (or equivalent) would be an asset

1 to 3 years of experience in finance or accounting procedures with a strong emphasis on reporting and expense reports would be an asset

- â€¢ Ability to learn and use systems, policies and procedures
- â€¢ Team player and easily adapts to changing work environment
- â€¢ Good analytical skills, autonomous and shows initiative
- â€¢ Attention to detail and high level of accuracy
- â€¢ Strong knowledge of Excel including Pivot Tables, working knowledge of Word and PowerPoint
- â€¢ Bilingual (written and spoken) in both official languages
- â€¢ Ability to grasp new concepts quickly
- â€¢ Ability to work under pressure and to organize work within tight deadlines

EQUAL OPPORTUNITY EMPLOYER

At BDC, we value diversity in our workforce and encourage all qualified candidates to apply.

ANALYSTE, Bureau de la performance TI â€“ Poste temporaire 12 mois

Aucune autre banque ne fait ce que nous faisons.

Ã€ BDC, nous nous consacrons uniquement aux entrepreneurs canadiens. Nos employÃ©s sont aussi notre prioritÃ©. Polyvalente. Inspirante. DiffÃ©rente. Il y a une raison pour laquelle nous aimons travailler ici, et nous pensons que vous vous y plairez aussi.

Faites partie dâ€™une Ã©quipe de professionnels des TI passionnÃ©s! Nous sommes dÃ©terminÃ©s Ã amÃ©liorer et Ã moderniser en permanence nos mÃ©thodes de travail. De plus, nous favorisons un environnement de collaboration, de transparence et de confiance, oÃ¹ chaque membre de lâ€™Ã©quipe peut exprimer ses idÃ©es et ses opinions.

APERÃ‡U DU POSTE

Lâ€™analyste, Bureau de la performance TI devra utiliser des solutions, des outils et des processus actuels pour la gestion des notes de frais du service des TI, lâ€™Ã©tablissement du budget, le coÃ»t total de possession des projets et la validation des actifs. Il ou elle prendra part aux Ã©tapes de fin de mois en effectuant diverses validations. Il ou elle sâ€™occupera Ã©galement de prÃ©parer des statistiques et dâ€™autres types de rapports pour aider Ã mesurer les principaux indicateurs de rendement.

LES DÃ‰FIS QUI VOUS ATTENDENT

- â€¢ Valider et prÃ©parer les rapports et les communications aux diffÃ©rents services de TI.
- â€¢ VÃ©rifier que les rapports financiers et les rapprochements de comptes sont terminÃ©s Ã temps Ã la fin du mois pour veiller Ã lâ€™efficacitÃ© et Ã la prÃ©cision des contrÃ¢les internes.
- â€¢ Aider Ã la gestion des Ã©lÃ©ments suivants :

- o liste des ressources humaines et attribution des postes vacants;
- o consultants, dÃ©penses liÃ©es aux logiciels et liste relative au coÃ»t total de possession de projets.

- â€¢ Proposer des changements, des exigences et des amÃ©liorations aux applications et processus utilisÃ©s.

- â€¢ Tenir Ã jour les rapports statistiques.

CE QUE NOUS RECHERCHONS

- â€¢ Nouveau diplÃ©mÃ© au baccalaurÃ©at en administration, en finances ou en comptabilitÃ© (ou lâ€™Ã©quivalent) serait un atout

- â€¢ De un Ã trois ans dâ€™expÃ©rience liÃ©e aux procÃ©dures financiÃ¨res ou comptables, particulÃ rement en ce qui a trait Ã la production de rapports et aux notes de frais serait un atout
- â€¢ CapacitÃ© Ã apprendre et Ã utiliser des systÃmes, des politiques et des procÃ©dures

• Bon esprit d'équipe et capacité à s'adapter facilement à un milieu de travail en constante évolution

• Compétences analytiques, autonomie et esprit d'initiative

• Capacité d'attention à l'élément et haut niveau de précision

• Connaissance approfondie d'Excel, y compris des tableaux croisés dynamiques; connaissance pratique de Word et de PowerPoint

• Bilingue, tant en moral qu'en critique

• Capacité à saisir rapidement les nouveaux concepts

• Habillement à travailler sous pression et à organiser le travail en fonction d'opportunités serrées

À PROPOS DE BDC
BDC est une entreprise canadienne qui offre des services financiers et commerciaux aux entreprises et aux personnes. Nous sommes fiers de notre histoire et de nos racines canadiennes, et nous continuons à investir dans notre pays et dans nos communautés.

How to Apply

We ask that all candidates send their CV to: careers@bdc.ca