



Business Systems Analyst – Vancouver

WHO WE ARE

Anchored in our purpose to help clients achieve their financial goals, Odium Brown has remained an independent, full-service investment firm for over 100 years. Wholly owned by its team members, the firm continues its tradition of leadership in the financial community as one of BC's most respected investment firms.

We are honoured to be nationally recognized as one of Canada's Best Managed Companies and one of Canada's Most Admired™ Corporate Cultures, and to share the achievement of a century in business with our valued team members, clients and communities.

CULTURE AND VALUES

Guided by a set of timeless core values – Clients First, People, Accountability, Independence, Integrity and Community – we are very proud of the vibrant, ever-evolving culture that we have built over the years. These values are the cornerstone of our culture and the principles that provide a compass for our actions and unify us as a team.

PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers – all with diverse backgrounds and experiences to share from around the globe. You will work with really interesting people and make great friends, too.

COMMUNITY

We are serious about supporting the communities where we live and work. A recipient of a Canada's Volunteer Award from the Government of Canada, we are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

THE OPPORTUNITY

We have an opportunity for a Business Systems Analyst to join our award-winning firm in the Vancouver office.

WHAT YOU'LL DO

Reporting to the Manager, Business Solutions, the Business Systems Analyst (BSA) will help build our technology capabilities, bringing business and data solutions to support the continued growth of our investment management business. The BSA will work closely with business units, functional leaders and subject matter experts (SMEs) to identify, develop, and deploy data and business solutions.

This role will focus on supporting Investment Advisors and Operations teams in achieving their goals using multiple technology platforms. The BSA will also be responsible for executing day-to-day configuration, support, maintenance and improvement of our systems.



RESPONSIBILITIES

- Functional and Technical Analysis
 - Lead initiatives and engage business and technology teams to discover business needs and analyze, document, design, test and deliver technology solutions to complex business challenges
 - Continuously engage and collaborate with internal stakeholders, SMEs and end-users to understand and document their business processes, requirements and objectives
 - Facilitate the evaluation of requests and requirements and explain their feasibility to internal teams
- Vendor Management
 - Work with vendors and project teams to ensure that the configured solution meets business and user needs
- Quality Assurance
 - Create and execute test plans
 - Actively participate in the overall testing and troubleshooting of new and enhanced functions
 - Participate in the change management process by communicating technical impacts of changes

KNOWLEDGE AND EXPERIENCE

- 3+ years' experience as a Business Systems Analyst working with internal clients, preferably in the financial (investment management) industry
- Experience with implementing, configuring and managing the Microsoft 365 Enterprise suite of applications, including SharePoint Online and Microsoft Teams
- Experience in managing the configuration, deployment and support of low-code solutions in Power Automate and Power Apps
- Solid understanding of web technologies, including content management systems and web analytics tools
- Ability to conduct impact assessments of new requirements on upstream and downstream applications, systems and processes
- Demonstrated experience in data analysis, including proficiency with SQL
- Excellent time management and prioritization skills with a can-do attitude
- Exceptional verbal and written communication skills with ability to communicate effectively at all levels of the organization
- Experience with Broadridge's Dataphile, Salesforce and DocuSign is an asset
- Experience with custom web development and software development is an asset
- Experience with SQL Server administration and development, as well as report development using SQL Server Reporting Services, is an asset

WHAT WE OFFER

A culture of openness, collaboration and respect is foundational to our firm. We are a diverse, driven group of individuals who genuinely care about one another and encourage and appreciate each other's contributions. We believe in rewarding team members and do this by providing a competitive total rewards package that is fair and equitable; mentorship programs; flexible work options; and a variety of professional development opportunities to expand your career. This role has an expected salary of \$60,000 – \$90,000/year, commensurate with experience, plus the potential for bonuses.



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Our team is growing, and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this role, we invite you to submit a cover letter and resume to careers@odlumbrown.com by **April 22, 2024**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.