



September 1, 2026

EXTERNAL AND INTERNAL POSTING

The Corporation of the County of Haliburton requires a

BUSINESS ANALYST – ERP

The County of Haliburton is accepting applications from qualified candidates interested in obtaining a permanent Business Analyst – ERP position. This is a new vacant position.

The Business Analyst - ERP position is responsible for supporting the implementation of a new Enterprise Resource Planning (ERP) system for the County and participating municipalities. Working closely with Finance and departmental staff, and the ERP implementation partner, the Business Analyst will document business processes, gather requirements, and help ensure alignment between organizational needs and system capabilities. The role supports key implementation activities such as data preparation, user acceptance testing, and training, and plays an important role in promoting effective user adoption and a smooth transition to the new system.

Requirements for this position include post-secondary education in Business Administration, Public Administration, Information Systems, Accounting, or a related field plus five years of related experience. For complete responsibilities and requirements please see the attached job description.

The hourly wage rate for this CUPE unionized position is \$45.00. Hours of work are 8:00am – 4:30pm, Monday to Friday, 40 hours per week. This position reports to the Administration Office at 11 Newcastle St., Minden, ON, K0M 2K0.

Please submit a detailed resume indicating your skills and experience no later than **Sunday September 20, 2026**. Please send your resume to:

Sarah Hume, Human Resources Manager
shume@haliburtoncounty.ca

We thank all who apply for this position; however, only those selected for an interview will be contacted.

The County of Haliburton is an equal opportunity employer. Accommodation can be provided in all steps of the hiring process. For accommodation options and to ensure full and equal access during the recruitment and selection process, contact Human Resources.

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, the information gathered will be used solely for the purpose of job selection.

JOB DESCRIPTION

BUSINESS ANALYST - ERP

POSITION SYNOPSIS AND PURPOSE

The Business Analyst - ERP position is responsible for supporting the implementation of a new Enterprise Resource Planning (ERP) system for the County and participating municipalities. Working closely with Finance, departmental staff, and the ERP implementation partner, the Business Analyst will document business processes, gather requirements, and help ensure alignment between organizational needs and system capabilities. The role supports key implementation activities such as data preparation, user acceptance testing, and training, and plays an important role in promoting effective user adoption and a smooth transition to the new system.

MAJOR RESPONSIBILITIES

Description	Approx. Time Spent (%)
Business Process Analysis & Requirements Development - Facilitate workshops and interviews with County and municipal staff to understand and document current business processes related to finance, purchasing, budgeting, and other ERP-supported functions. - Analyze existing processes and policies and work with Finance staff to identify opportunities to streamline, standardize, and improve workflows as part of the ERP implementation. - Develop and document current-state and future-state process maps, ensuring alignment with ERP capabilities. - Gather, analyze, and document business and functional requirements to support system configuration and implementation. - Assist in identifying and documenting gaps between existing processes and system functionality and support the evaluation of potential solutions.	40%
Stakeholder Collaboration & Implementation Support - Act as a liaison between County/municipal staff and the ERP implementation partner to help ensure business needs are clearly understood and communicated. - Work with the implementation partner and project team to review proposed system configurations and confirm alignment with defined business processes and operational needs. - Support the development of data migration plans, including identifying required data sources and assisting business units with data validation and preparation. - Coordinate and support User Acceptance Testing (UAT) activities, including the development of test scenarios, facilitating testing sessions, and documenting and tracking issues. - Support Finance leadership and project stakeholders by documenting and communicating risks, issues, and process considerations identified during the ERP implementation.	35%

Change Management, Training & Reporting • Assist with the development of training materials and user documentation to support staff adoption of the new ERP system. • Prepare and deliver presentations, reports, and training sessions to both technical and non-technical audiences, supporting staff understanding of new processes, system capabilities, and changes resulting from the ERP implementation. • Support change management efforts by helping staff understand new processes, system capabilities, and operational impacts resulting from the ERP implementation. • Utilize Power BI to develop or enhance reports and dashboards where appropriate, supporting improved financial and operational insights from ERP data. • Other duties as assigned.	25%
--	-----

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

DECISION MAKING AND INDEPENDENCE

- a) **3 examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them:**
 - a. Document and analyze current business processes related to finance, payroll, procurement, and budgeting, identifying inefficiencies and considerations for alignment with ERP system capabilities.
 - b. Gather and clarify business and functional requirements for the ERP system, ensuring they are accurately documented and understood by the implementation team.
 - c. Identify and document gaps between current processes/data and proposed ERP system configurations, outlining options and considerations (e.g., process adjustments or configuration changes) to support project decision-making.
- b) **3 examples of situation or problems that are referred to the supervisor for direction or resolution:**
 - a. Significant conflicts between business requirements and ERP system capabilities (e.g., when a required function cannot be supported through standard configuration), requiring direction on whether to adjust processes, pursue customization, or explore alternative solutions.
 - b. Issues with project scope, timeline, or resource constraints (e.g., competing priorities between departments or risks to key milestones), requiring leadership input to determine priorities and next steps.
 - c. Data quality or migration challenges that present risk to system integrity or go-live readiness (e.g., incomplete, inconsistent, or unreliable data), requiring direction on acceptable risk levels and remediation approach.

REQUIRED TRAINING

Orientation which includes:

- All Corporate Policies/Procedures
- WHMIS GHS Training
- Respect in the Workplace
- MOL Worker H & S Training

- AODA

MINIMUM QUALIFICATIONS

a) Education

- Post-secondary degree or diploma in Business Administration, Public Administration, Information Systems, Accounting, or a related field from a recognized institution, or an equivalent combination of education and experience.
- Coursework or certification in business process analysis or process improvement methodologies is considered an asset.

b) Experience

- Minimum of 5 years of experience as a Business Analyst or in a similar role involving business process documentation, requirements gathering, or system implementation.
- Experience supporting or participating in ERP implementation projects; experience within the public sector or municipal environment is considered an asset.
- Demonstrated experience facilitating workshops and interviews, documenting “as-is” and “to-be” processes and translating business needs into clearly documented functional requirements to support system configuration.
- Experience working with cross-functional teams and multiple stakeholders, including finance, HR, procurement, IT, and external vendors or consultants.
- Experience supporting activities such as user acceptance testing (UAT), data validation, or system implementation coordination is considered an asset.
- Familiarity with business process analysis and change management practices is preferred.

c) Knowledge/Skill/Ability

- Knowledge of ERP systems and their role in supporting core business functions such as finance, payroll, procurement, and human resources.
- Strong understanding of business process mapping and analysis techniques, including the ability to identify and document opportunities for improvement aligned with system capabilities and best practices.
- Excellent interpersonal and communication skills, with the ability to work effectively with technical and non-technical stakeholders.
- Strong analytical and problem-solving abilities, with attention to detail and a structured approach to gathering and documenting requirements.
- Proficiency with business analysis and collaboration tools (e.g., process mapping tools, documentation tools, Microsoft 365 suite).
- Ability to manage multiple tasks and deadlines in a fast-paced, collaborative environment.
- Demonstrated ability to maintain confidentiality, exercise sound judgment, and contribute to consensus-building and decision-making processes.

WORK SETTING

CONTACTS

Frequency Legend
Constant – every day for most of day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Director of IT	Regularly	Receive direction, provide status updates, flag issues, and escalate complex matters.
ERP Implementation Team	Regularly	Coordinate activities, track progress, align on priorities, share analysis findings
Senior Management Team	Regularly	Gather business requirements, document processes, validate future-state design.
ERP Vendor / Implementation Partner	Regularly	Clarify requirements, validate configuration, resolve gaps, support data migration/testing

WORK CONDITIONS

Please check off all that apply

Frequency Legend
Constant – every day for most of day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

1. Hours of Work

Normal: 8:00 am – 4:30 pm, Monday to Friday	☒
Evenings/Weekends	☐
On-Call	☐
Over-time (How often? Expand below)	☐

Examples: Most work tasks are completed between regular hours of work.

2. Work Environment

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	☒	☐	☐	☐	90 %
Outdoors	☐	☐	☐	☐	10 %
					=100%
Attend internal/external meetings	☐	☐	☒	☐	
Time spend travelling	☐	☐	☐	☒	
Frequency of interruptions	☐	☐	☒	☐	
Interaction with irate/aggressive clients/customers	☐	☐	☐	☒	

Examples: Some travel and external fieldwork required. Majority of work tasks completed in a climate-controlled office environment.

3. Hazards

	Constant	Frequent	Regular	Occasional
Noise	☐	☐	☐	☒

Fumes	☐	☐	☐	☒
Dirt, Dust	☐	☐	☐	☒
Hazardous chemicals	☐	☐	☐	☒
Disagreeable weather conditions	☐	☐	☐	☒

Examples: Some limited exposure to inclement weather possible.

4. Physical Requirements

	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles and equipment	☐	☐	☐	☒
• Standing • Sitting • Walking • Climbing	☐	☐	☐	☒
	☒	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
Requirement to lift objects (20 lbs)	☐	☐	☐	☒
Pushing and/or pulling objects to complete tasks	☐	☐	☐	☒
PPE worn on a regular basis (list type):				
•	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
Types of tools used (list type):				
• Computer • Phone	☒	☐	☐	☐
	☐	☐	☐	☒
	☐	☐	☐	☐

Examples: Majority of work is completed while seated at a desk.

5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	☐	☐	☒	☐
Visual effort required on a concentrated basis	☒	☐	☐	☐
Requirement to listen attentively	☐	☐	☒	☐

Examples: This position requires a high level of concentration when gathering business requirements and suggesting process optimization.

POSITION CLASSIFICATION

Position Title: Business Analyst - ERP

Department: IT

Work Location: Administration Office

Reports to (Direct): Director of IT

Position(s) Supervised Directly: N/A

Position(s) Supervised Indirectly: N/A

Effective Date: June 2026

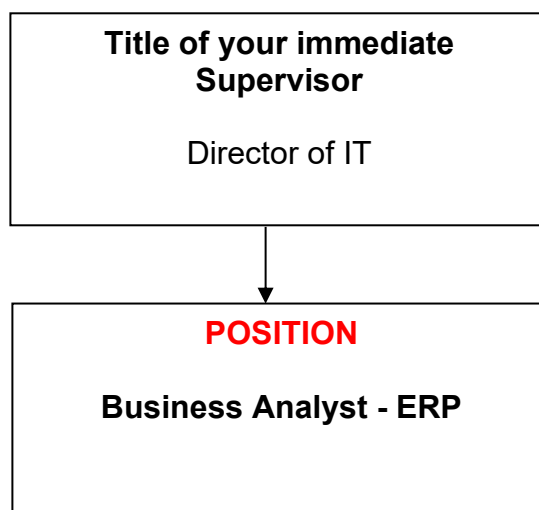
Revision Date: August 2026

Wage Rate: \$45.00

Hours Per Week: 40

ORGANIZATIONAL CHART

List the reporting relationship of this position to others within the immediate department.



Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete inclusive description.