JOB POSTING
Business Systems Analyst - NetSuite

The Organization:

A.E.W. LP was formed in 2017 by Nlaka'pamux Nation Tribal Council member communities to carry out "on the ground" work related to archaeology, the environment and wildlife protection. This work has been made necessary by activities of others within the Nlaka'pamux homeland including transportation, mining, forestry, oil and gas, and utilities projects. The Nlaka'pamux Nation Tribal Council is not opposed to development within our homeland, but developments and activities must be consistent with Nlaka'pamux title and rights.

Interested in viewing more information on AEW LP? Please visit our website at www.aewlp.ca or our LinkedIn https://www.linkedin.com/company/aew-limited-partnership/

Why Work with Us?

A.E.W. LP is guided by a commitment to uphold Nlaka'pamux rights and environmental integrity. You will directly contribute to projects that respect and reinforce Nlaka'pamux values.
We foster a supportive team environment where all voices are valued, and knowledge sharing is encouraged. We offer flexible work arrangements, including opportunities to work from home, and a strong emphasis on maintaining a healthy work-life balance with a competitive compensation package:
- Annual salary range of $80,000 – $100,000
- Matching Group Retirement Pension (1%–6%)
- Extended Health and Dental Benefits
- Paid vacation plus approximately five additional paid days during the holiday season

The Role:

A.E.W. Limited Partnership (A.E.W. LP) is seeking an on-going full-time Business Systems Analyst - NetSuite based remotely in BC. The Business Systems Analyst - NetSuite will have in-depth knowledge and expertise in the NetSuite platform, capable of utilizing its features to their full potential for efficient business operations. They will be proficient in configuring, customizing, and troubleshooting NetSuite to meet specific business needs, often acting as a bridge between users and technical teams. Reporting to the Senior Manager, Financial Planning & Analysis, the Business Systems Analyst - NetSuite will:

- Configuring NetSuite settings, workflows, dashboards, roles, and forms to align with evolving business requirements.
- Creating and maintaining reports, dashboards, and saved searches to extract valuable insights from NetSuite data.
- Ensuring data integrity within the system, performing data audits, and resolving data-related issues.
- Providing first and second-level support to users, troubleshooting issues related to NetSuite functionality, and collaborating with technical teams for more complex problems.

Take care of the land and the land will take care of you

- Identifying areas for improvement within business processes and leveraging NetSuite features to streamline workflows.
- Assisting in the development of user training materials and documenting NetSuite processes and configurations.
- Working with various stakeholders, including business users, IT teams, and external consultants, to ensure the effective use of NetSuite and other business systems as required.
- Configure and align NetSuite with other ERP systems. Ensure seamless integration and synchronization between NetSuite and other ERP or business systems.

Requirements:
- University degree in Information Technology, Computer Science, Business, Accounting or related field.
- At least 3-5 years working experience with an ERP system.
- Exceptional knowledge of NetSuite Oracle for small to medium businesses.
- Strong understanding of NetSuite's core functionalities, standard modules, roles, permissions, and user interface.
- Proficiency in creating and customizing reports, dashboards, and saved searches.
- Experience in automating processes using NetSuite's workflow engine.
- Ability to diagnose and resolve NetSuite-related issues independently and collaboratively.

What makes you exceptional:
- Accounting knowledge and background.
- High degree of technical aptitude.
- Excellent organizational skills (prioritizing, time management, record keeping and follow-up).
- Exceptional attention to detail and accuracy.
- Proven ability to meet tight deadlines, manage conflicting priorities, and work well under pressure in a rapidly changing environment.
- Strong interpersonal and communication skills.
- Previous experience working with Indigenous Communities is considered an asset.
- Strong team player, self-motivated and proactive thinker.
- Exceptional computer skills, including knowledge of Microsoft Word, Excel, Project and Adobe Acrobat.
- Experience with other ERP or business systems (WorkDay, SharePoint)

Submit your cover letter and resume to garchie@aewlp.ca or in person at 1212 McGill Street, Kamloops, BC. The deadline for applications is open until filled. *We thank all applicants in advance. Please self-identify, as preference will be given to Nlaka'pamux*