



**JOB TITLE:** Senior Business Systems Analyst  
**DEPARTMENT:** Information Technology, Worldsource Wealth Management Inc. (“WWM”)  
**REPORTS TO:** Director, Data Management  
**LOCATION:** Markham, ON

**JOB STATEMENT:**

This position will analyze, design, develop, test, and document application solutions. The Senior Business Systems Analyst embraces “big picture” thinking, working with internal customers as well as IT staff to link broader business initiatives to tactical solutions. Although this role works independently, the Senior Business Systems Analyst is a team player that is results-driven and focused on achieving business goals.

The main purpose of this role is to help and assist the data team in understanding the reporting needs of both internal and external requirements with the vision of building out a proper data lake and data warehouse to support these end users. Being a very excel-driven organization, the goal for this individual will be to drill back from these excel files (and other types of extracts) to identify the raw sources. They will also be responsible in helping to design the end-state data models for our DL/DW to support the identified requirements and assisting in the logical workflows required to get there. They will work closely with those performing extraction, transformation and loading as well as extract reshaping. Documentation will also be a foundational requirement for all processes, procedures and workflows identified.

**ESSENTIAL FUNCTIONS:**

- Working closely with various departments within the WWM and GCLP family to understand and document all business/systems requirements;
- Determining operational objectives by studying business functions, gathering information, evaluating output requirements and formats;
- Constructing workflow charts and diagrams to outline source-to-destination data; movement/modification/enhancement/enrichment;
- Preparing technical reports by collecting, analyzing and summarizing information;
- Performing regular reviews with all necessary business teams to ensure that the changing requirements of internal/external report consumers are being documented;
- Identifying automation opportunities to improve overall team efficiencies;
- Ability to write scripts, stored procedures, and functions for database systems;
- Performing quality assurance tests for ensuring data integrity and quality;
- Assisting in planning and implementing the data integration and data migration activities;
- Recommending best practices for naming, governing, managing, modeling, cleansing, transforming, moving, storing, and searching all data;
- Assisting in identifying process improvements for database performance, reliability, and stability;
- Troubleshooting complex database issues in a timely fashion if necessary;
- Providing project updates and metrics to Managers on regular basis;
- Assisting in preparing database functional and design specifications;
- Creating test cases for both unit testing and user acceptance testing;
- Maintaining accurate and complete database programming documentation; and
- Interacting with Data Programmers and/or Project Managers to create and maintain process flows of all data.

**QUALIFICATIONS:**

- College or University education in information systems, computer science or equivalent
- Must have in-depth Dataphile knowledge
- Must have in-depth knowledge or the Dealer/Broker Channel and the operational aspects of these two entities
- Minimum of 5 years of relevant experience
- SQL Server, SQL, R/Python, MS-Excel

- Knowledge of Power BI, Qlik, Tableau and other popular BI tools would be preferred
- Analytical mindset and written/verbal communication skills.
- Experience creating and maintaining technical documentation
- Strong knowledge of Microsoft Office suite of products
- Strong analytical and problem-solving skills
- Excellent communication skills: ability to convey information in a clear and concise manner to groups with varying levels of technical expertise
- Self-motivated with the ability to prioritize, meet deadlines and manage changing priorities in a fast-paced environment
- Strong organizational skills and a strong attention to detail

**COMPENSATION:**

Commensurate with experience

*If you are interested in applying for this position, please forward a cover letter and resume in confidence to [hr@worldsourcewealth.com](mailto:hr@worldsourcewealth.com).*

*Worldsource is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Worldsource will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.*

*We thank all applicants for their interest but only those selected for an interview will be contacted.*

