Senior IT Analyst
National Aboriginal Capital Corporations Association (NACCA)

NACCA is seeking a qualified, highly motivated individual to fill the role of IT Systems Analyst

About NACCA

NACCA, the National Aboriginal Capital Corporations Association, is a network of over 50 Indigenous Financial Institutions (IFIs) dedicated to stimulating economic growth for all Indigenous people in Canada. NACCA's goal is to provide opportunities for Indigenous entrepreneurs and increase prosperity for Indigenous people in Canada.

NACCA advocates for Indigenous economic development by focusing on the following: representing the unified voice of IFIs; publishing national and regional results of IFI work; fostering partnerships and building capacity; and delivering programs, products, and services to IFIs.

The Position

Reporting to the IT Manager, the Senior IT Analyst will develop, test, deliver and/or document system requirements, implementation plans, IT policies and procedures, and provide advice on a wide range of IT issues. The successful candidate will lead the development and implementation of NACCA's Microsoft 365 cloud environment, including SharePoint, OneDrive, Exchange, etc.

Key Responsibilities

Information Systems:
- Provides technical expertise and project coordination services to support and maintain continuity of the organizations computer systems and networks
- Works with users in the development of computer programs and in the day-to-day support of business systems and infrastructure
- Design, develop, integrate, test, and implement information systems business solutions
- Provide advice on information systems strategy, policy, management, security, and service delivery
- Lead IT projects from requirement gathering to implementation, providing user support and the business perspective to the development of a system, and performing quality assurance testing and planning

Systems Security:
- Confer with clients to identify and document requirements, assess physical and technical security risks to data, software, and hardware
- Develop policies, procedures, and contingency plans to minimize the effects of security breaches
- Takes a lead role in the development, implementation, and maintenance of the data recovery aspects of the organization's disaster recovery plan

Information Systems Quality Assurance:

- Develop and implement policies and procedures to maximize the ease-of-use, efficiency, effectiveness and overall quality of software products and information systems
- Conduct group presentations, facilitate discussions, provide training, communicate with end-users and governance committee, and provide regular updates on project activities

Other Tasks As Required:
- Special projects and other tasks as required
- Provide technical guidance, when required, to all departments

Knowledge, Experience and Skills

- Degree or Diploma in Computer Science or related field, or equivalent experience, required
- Minimum of six (6) years of direct experience working in IT
- Proven ability to work with both hardware and software (laptops, servers, programs, etc.)
- Experience working with multi factor authentication (MFA) – Intune, Duo, CISCO AnyConnect, etc.)
- Knowledge and skills to effectively work in Crisis Management
- Significant experience and strong understanding of Microsoft Office, Office 365, Exchange, SharePoint, OneDrive, VMware etc.
- Effective communications skills (verbally and written)
- Ability to speak French is considered an asset

Persons of Indigenous ancestry will be given preference (OHRC, section 24(1)).

Salary & Benefits
An attractive compensation package with excellent benefits including a defined benefits pension plan

NACCA is committed to an inclusive and barrier-free work environment. Workplace accommodations are available. If contacted regarding this opportunity, please advise the Human Resources representative of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Thank you to all applicants; however, only persons whose applications have been selected will be contacted.

Please send resume and cover letter to HumanResources@nacca.ca.