

# Career Opportunity



## WHO IS ACCERTA

Accerta is a B Corp certified social enterprise enabling healthcare equality for all.

As a social enterprise, we manage dental, vision, drug, and healthcare benefits programs exclusively for Canada's government and social services agencies. Our targeted experience and innovative technology provide cost savings, reliable service, process continuity, and accurate, insightful data that enables governments to make informed strategic decisions, reducing stress on the healthcare system through streamlined administration.

## ABOUT THIS OPPORTUNITY

At Accerta, the Senior Business Analyst will be accountable for gathering and defining business needs, reviewing and approving detailed business requirements, documenting business process, identifying and managing risks, executing business acceptance testing, updating system documentation, developing communications/ training and transitioning knowledge to production support.

## ACCOUNTABILITIES

- Engage business partners and internal subject matter experts to identify and document business needs
- Work with business partners to ensure that IT development and implementations are meeting business strategies
- Technical knowledge expertise during info delivery session(s) to end users
- Execute business acceptance testing including preparation of test plans, execution of test cases, documentation of results and filing of defects
- Develop and/or provide input into internal and external communications
- Collaborate with Management in the development of internal training programs
- Support Project implementation testing and sign-off recommendation

### How to Apply

Via [Indeed.ca](https://www.indeed.ca) or e-mail to the attention of the Manager, Human Resources at [recruit@accerta.ca](mailto:recruit@accerta.ca).

[www.accerta.ca](https://www.accerta.ca)

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## WHAT DO YOU NEED TO SUCCEED

- University degree preferably in IT or Business
- 5 years' progressive experience as a Business Analyst or equivalent experience (knowledge of methodologies, tools and techniques for testing and developing business requirements)
- Previous exposure to Project Management Methodologies and the desire to be mentored in the role of Project Manager
- Working towards a Project Management Professional (PMP) Certification is an asset
- Strong collaboration, facilitation, negotiation, and presentation skills
- Proactive and thrives in a fast-paced environment
- Knowledge of diverse business processes and applications
- Ability to apply judgement and clear direction in a dynamic and ambiguous environment,
- leveraging well-developed analytical problem-solving and decision-making skills
- Proficiency with Blue Prism, MS Office, Visio, and Sequel
- Should have experience with at least two Robotics Process Automation (RPA) projects in a Business Analyst role
- Ideally experience integrating Blue Prism (RPA) with other technologies including Optical Character Recognition (OCR) tools, low code platforms (BPM)
- Well-developed verbal and written communication skills, able to tailor communication style to the audience and to actively participate and influence conversations with stakeholders

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- Results oriented with a proven track record of delivering to deadlines, able to multitask and prioritize a wide range of tasks with an understanding of the big picture and interdependencies across systems and projects
- An enthusiastic team player who enjoys sharing knowledge, experience and ideas and is open to the ideas and input of others
- Self-motivated and able to work independently with a willingness to take ownership and responsibility

## WHAT'S IN IT FOR YOU

- A permanent position with a competitive salary package and easily accessible downtown location
- A competitive benefit package that includes a DB Pension Plan and Health Care Expense Account (HCEA)
- Opportunities to increase your earnings through performance-based incentive programs
- Growth opportunities in a company that promotes from within
- Time off to volunteer in our community
- Hybrid working environment

## HOW DO I APPLY

We accept applications submitted via [Indeed.ca](#) or via e-mail to the attention of the Manager, Human Resources at [recruit@accerta.ca](mailto:recruit@accerta.ca).

## COVID-19 VACCINATION

All AccertaClaim Servcorp Inc. & Accerta Services Inc. employees are required to be fully vaccinated as a condition of hire in accordance with the Company's Mandatory Vaccination Policy.

## INCLUSION AND EQUAL OPPORTUNITY EMPLOYMENT

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## Career Opportunity



Accerta is an equal opportunity employer and committed to fostering diversity and inclusion in the workplace. We are committed to fair employment practices and all qualified applicants will receive consideration for employment. We offer accommodation for applicants with disabilities, as required throughout the recruitment process. Accommodations are available on request for candidates taking part in all aspects of the selection process.

To request accommodation, please contact [accessibility@accerta.ca](mailto:accessibility@accerta.ca).

We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted.

Final candidates for this position may be required to undergo a security screening, including criminal records check, judicial matters check, vulnerable sector screening and employment reference check.

To learn more about us please go to: [www.accerta.ca](http://www.accerta.ca)

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