

## **JOB DESCRIPTION**

### **POSITION: IT BUSINESS SYSTEMS ANALYST**

This role is responsible for gathering and analyzing business systems and providing recommendations to enhance system robustness and ensuring compliance with Sarbanes-Oxley (SOX) regulations.

### **JOB DUTIES AND RESPONSIBILITIES:**

Reporting to the **IT MANAGER**

Responsibilities of this role include, but are not limited to:

- Participate in the development and enhancement of IT systems frameworks for IT requests, Incident Management, and Change Management.
- Collaborate with IT and business units to identify, assess, and document IT controls and systems.
- Gathering and processing business information related to procedures and data to clarify business issues/requirements.
- Ensuring the company's compliance with Sarbanes-Oxley (SOX) regulations related to information technology for the IT in-scope applications and IT General Controls (ITGC).
- Participate and provide evidence of ITGC to both internal and external auditors.
- Applying knowledge of systems and technology to enhance solutions and manage data quality.
- Consolidate diverse business and systems requirements and facilitate solutions.
- Review and analyze the effectiveness and efficiency of existing systems and develop strategies for improving or further leveraging these systems.
- Assists in planning, designing, developing, and launching information and operations systems.
- Identify and learn appropriate software and hardware used and supported by the organization.
- Installs and upgrades software/hardware, file backups, and configuration of systems/applications.
- Coordinate and perform in-depth tests, including end-user reviews for modified and new systems.
- Collaborate in additional IT Projects.
- Provide IT support to the company.

### **REQUIRED EXPERIENCE AND SKILL SET:**

- Bachelor's Degree or Diploma from a recognized post-secondary institution in computer science or information systems; equivalent combination of education and experience is required.
- 5 years' experience in IT business analysis, risk management, or SOX compliance.
- Strong knowledge of governance, risk, and control frameworks is essential for this position.



- Previous working experience in public companies will be an asset.
- Experience in the Canadian Oil and Gas industry, specifically with oil sands operations, is considered an asset.
- Ability to communicate ideas in both technical and user-friendly language.
- Previous experience in project management methodology will be an asset.
- Strong knowledge and experience in supporting MS Windows, MS Office, Office 365 and other productivity suites; Citrix and VMWare virtualized environments; MS SQL Server, Oracle, and SQL queries will be an asset.
- Strong interpersonal skills are needed to build and maintain positive stakeholder relationships.
- Strong work ethic with high personal standards for performance.
- Ability to handle multiple priorities and maintain flexibility in completing tasks in a dynamic workplace.
- This position will be based at the Greenfire Hangingstone Expansion Project preferences will be giving to Fort McMurray residents.

#### **CORE COMPETENCIES:**

- Builds Personal Leadership, continually builds self-awareness and leadership effectiveness.
- Develops People & Greenfire Culture, demonstrates an unwavering commitment and investment in developing individuals, teams, our culture, and values.
- Fosters Collaboration builds strong and trusting internal relationships by modelling and supporting collaboration across the company.
- Champions Business Excellence, leverages creative thinking, business insight and financial acumen to build operational efficiency and long-term business success.
- Shapes Vision & Strategy, strategies that are aligned with Greenfire and will support the overall vision of the company. Executing on the short and long-term strategies to create a thriving and sustainable business.

#### **Why Greenfire?**

GROC explores, acquires, develops, and produces oil and gas in the Canadian energy sector and internationally. In 2020, the Company's operations team was awarded the Energy Excellence Awards Champion for Project Excellence in Oilsands, voted by its peers to recognize energy excellence and focused advancement and collaboration with Canada's energy sector. GROC is well capitalized to seek additional oil and gas assets within Canada.

**\* Compensation commensurate with experience \***

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