

FINANCIAL SYSTEMS ANALYST JOB POSTING

Position: Financial Systems Analyst

Location: Calgary, AB

Employment Type: Full-Time

Application Deadline: September 21, 2025

About the SAF Group:

The SAF Group of entities (collectively, “SAF”, “we”, or “our”) was founded in 2014 in Calgary with the ambition of becoming one of Canada’s leading alternative credit asset management firms. We now have offices in Calgary, Vancouver, and Toronto with a team of more than 35 professionals. Since inception, SAF has deployed more than \$4.5 billion, and we are actively raising and deploying capital with a focus on generating above-average risk-adjusted returns through curated and carefully vetted credit and structured equity investments.

Our team is our greatest asset. We foster a culture of intellectual curiosity, personal development, collaboration, and the unwavering pursuit of excellence.

Position Overview:

If you're someone who gets excited about streamlining workflows, improving visibility, and solving operational puzzles, this role might be your perfect fit. We are looking for a highly motivated, detail-oriented, and process-driven Financial Systems Analyst to support our Director, Financial Systems in driving organizational initiatives focused on automation, optimization, scalability, and operational efficiency. You'll be instrumental in researching, implementing, and training users on a suite of new tools – including a new accounting system, CRM platform, and investor portal – while supporting ongoing improvements across financial and operational systems.

This role requires strong problem-solving skills, a systems mindset, and a passion for making things work better – for users, for teams, and for the organization as a whole.

Key Responsibilities:

- Assist in the implementation and configuration of new enterprise systems including accounting software, CRM, and investor portal.
- Create and update system documentation, training guides, and reference materials.
- Support data migration efforts, including manipulation of historical accounting data in Excel to match import formats and direct data entry where required.
- Assist in the configuration and preparation of CRM datasets for successful import and ongoing data quality.
- Develop and maintain templates to streamline recurring transaction imports for end users.
- Enhance and maintain the firm’s Work Operating System, including:
 - Designing new boards and automations
 - Documenting processes
 - Assisting teams in system utilization
- Build, customize, and maintain internal and external reports and dashboards, including financial statements, data exports, and investor reporting.

- Collaborate with cross-functional teams to identify inefficiencies and recommend improvements through process redesign or automation.
- Assist with enhancements to workflows such as accounts payable (AP) automation, recurring billing cycles, approval workflows, and documentation consistency.
- Provide end-user training and ongoing support for system upgrades and new feature rollouts.
- Support ad hoc projects and analysis related to financial systems and operational data needs.
- Other ad hoc tasks as required.

Required Experience & Skills

- A post-secondary education.
- 2 – 4 years of work experience (in a financial systems or analyst role preferred).
- Strong analytical and organizational skills with high attention to detail.
- Excellent written and verbal communication skills.
- Ability to work cross-functionally, manage priorities, and meet deadlines in an open, team-focused environment.
- Proven ability to document processes, draft procedures, and deliver user-facing materials.
- Demonstrated ability to take initiative to solve problems.
- Proficiency in Microsoft Office (Word, Excel, Outlook), including data manipulation, formatting, and formula logic in Excel.
- Legally eligible to work in Canada.

Preferred Qualifications

- Experience implementing or supporting financial systems, CRMs, or other software.
- Familiarity with platforms such as Monday.com, Salesforce, Wrike, Trello, or HubSpot.
- Understanding of data migration concepts and data formatting for system imports.
- Experience in reporting tools (e.g. PowerBI) or advanced Excel reporting.
- Familiarity with accounting principles and financial reporting concepts is considered an asset but not required.

What We Offer:

- A competitive salary and comprehensive benefits package, including HSA, WSA, vision, dental, RRSP matching, and more.
- Several opportunities for team-building events and activities.
- A supportive team culture that emphasizes excellence, collaboration, innovation, and continuous learning.

How to Apply and Our Recruitment Commitments:

- Please submit your resume and a cover letter detailing your experience and qualifications to careers@safgroup.ca. Note that only applications received via email will be reviewed. Applications received via external job boards will NOT be reviewed.
- Applications will be reviewed on a rolling basis. We thank all applicants for their interest; however, only those selected for an interview will be contacted.
- SAF is dedicated to being an equal opportunity employer. We celebrate and welcome the diversity of all our employees and have specific policies in place to prevent discrimination in our hiring practices.