
FINANCIAL SYSTEMS ANALYST JOB POSTING

Position: Financial Systems Analyst

Location: Calgary, AB

Employment Type: Full-Time

Application Deadline: May 10, 2026

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:

We are seeking a **Financial Systems Analyst** to support and execute key initiatives, working closely with our Director, Financial Systems.

This role is best suited to someone who performs well in structured, execution-focused environments and takes ownership of delivering accurate, reliable work against defined priorities.

In the near term, the role will focus on supporting a multi-phase accounting system migration, including data preparation, validation, and system support. Early success will be driven by precision, consistency, and disciplined execution.

As familiarity with our systems develop, the role will expand to include process improvements, automation, and broader change ownership.

The ideal candidate:

- Executes effectively within defined priorities and timelines.
- Exercises judgment in escalating issues or ambiguity.
- Maintains strong attention to detail, including repetitive tasks.
- Prioritizes understanding existing systems before proposing changes.

Key Responsibilities:

- Assist in the implementation and maintenance of enterprise systems including accounting software, CRM, and investor portal.
- Support the migration of historical and current accounting data from legacy systems to new accounting platforms.
- Perform direct data entry and post-migration validation where required.
- Troubleshoot data and system issues by investigating root causes, reviewing documentation, and testing hypotheses where appropriate.

- Create and maintain clear system documentation, training materials, and process guides.
- Build and maintain templates for recurring transaction uploads and reports.
- Enhance and maintain the firm's work management platform.
- Assist with enhancements to workflows such as accounts payable automation, recurring billing cycles, approval workflows, and documentation consistency.
- Provide user support and training for system upgrades and new feature rollouts.
- Identify opportunities for incremental improvements and efficiencies, documenting them for future prioritization.
- Support ad hoc projects and analysis as directed.

Required Experience & Skills

- Post-secondary education in accounting, finance, business, information systems, or a related field with foundational accounting knowledge.
- 2 – 4 years of relevant professional experience.
- High attention to detail and strong organizational skills.
- Demonstrated problem-solving skills, including the ability to independently investigate issues and articulate findings.
- Clear written and verbal communication skills.
- Ability to manage tasks, deadlines, and priorities in a structured environment.
- Strong Excel skills, including data manipulation, formulas, and reconciliation work.
- Legally eligible to work in Canada.

Preferred Qualifications

- Experience supporting or implementing accounting or financial systems.
- Exposure to data migration activities or system conversions.
- Familiarity with CRM or work management platforms (e.g. Monday.com, Salesforce, Wrike, HubSpot).
- Experience supporting reporting or dashboard tools (e.g. Excel, PowerBI, or similar).

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.