Position summary

As a member of the Business Information Systems team, the Business Information Systems Analyst II supports the operation and functionality of current business information systems including, but not limited to, the district Enterprise Resource Planning (ERP) software for financial and human resources applications. The analyst ensures that business information systems are working effectively and efficiently and within confines of security requirements. The analyst also supports district staff with defining and automating processes, creating reports, and extracting data for analysis. In addition, the Business Information Systems Analyst II provides project management for implementations and upgrades as well as providing recommendations, progress reports, and concerns to the Business Information Systems Advisory Committee.

Supervisory Relationship

The Business Information Systems Analyst II reports directly to the Director of Financial Services. This position does not directly supervise staff; however, this position may collaborate with staff and direct identified assignments pertaining to assigned projects. The Analyst is a member of a support team and should be a self-starter who will work independently to support the user needs of Financial Services staff as well as other district staff. Most of the work is self-generated.

Essential Functions

1. Supports district business information systems in all areas including: maintenance, testing, security, upgrades, conversions, and others as required.
2. Provides project management for business information system upgrades, implementations, and improvements. This includes resource planning, task coordination, progress reporting, risk mitigation, and other needs as identified.
3. Provides requests, updates, and concerns to Business Information Systems Advisory Committee. Also, acts as a resource to the committee for business information systems solutions and recommendations.
4. Works with business information systems customers to define processes, procedures, best practices, reporting, and data analysis needs. Identifies opportunities for and develops process improvements and automation.
5. Responsible for application security administration. Follows security best practices as outlined within the application.
6. Provides training for staff to better utilize data analysis tools and develops user guides and training materials for data extraction.
7. Provides guidance, performs troubleshooting, and supports functional subject matter experts in resolving system problems. Assists with preparing reports for application support regarding problems. Monitors and manages support tickets and reviews with vendor where required.
8. Performs other related duties consistent with job description and assignment.

Required Knowledge, Skills and Abilities

1. Excellent verbal and written communication skills. Ability to communicate effectively with a variety of groups and individuals with varying levels of technical knowledge.
2. Ability to manage workload priority based on district need.
3. Strong analytical skills with attention to detail.
4. Knowledge of project management fundamentals.
5. Proficiency with SQL, Microsoft Office Access, Excel, Word.
6. Experience with ERP software.
7. Experience with data extraction and analysis tools and processes.

Preferred Qualifications

- Experience with business process design and flowcharting.
- Workflow and process automation experience.
- Experience with project management applications.

Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Finance, Information Systems or closely related field; five to ten years of experience working with business information systems; or any combination of experience and training that provides the required knowledge, skills, and abilities.

Work Environment

Incumbents work in a standard office setting in a centralized accounting services department.

ADDITIONAL INFORMATION	
Employee Unit	MAPS
Pay Grade	Grade 7 / 12 month
Developed by	Andrea Belz, Director of Financial Services
Approved by	Cydney Vandercar, Asst. Superintendent Admin. Svcs.
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