



POSITION	Business System Analyst	REPORTS TO	Finance Director
DEPARTMENT	Finance	EXEMPT	Non-Exempt
EFFECTIVE DATE	10/12/2023	REVISED DATE	10/17/2023

DESCRIPTION

BUSINESS SYSTEM ANALYST

SUMMARY

Under general direction from the Finance Director, the candidate will work with both business units, technical staff to improve procedures, processes on new and existing platforms, translate needs to business requirements, assist in documenting workflow procedures, and to design and implement various reports. The employee in this job classification functions at a professional level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the department. Performs related work as directed.

ESSENTIAL FUNCTIONS

This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties that are not listed below; reasonable accommodation will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:

DUTIES AND RESPONSIBILITIES:

- Work with both business units and technical staff to improve procedures and processes on new and existing platforms, translate needs to business requirements, and assist in documenting system flow and procedures.
- Be a key member of the data conversion team for bank acquisitions, focusing on data mapping, and identification of rule sets that will be handed off to technical teams for development.
- Ensure that systems and platforms are being fully utilized to achieve operational efficiency.
- Use a variety of techniques and skills to ensure that processes, procedures, and issues are adequately documented and proactively look for ways to improve efficiencies that will additively increase department scalability and throughput.
- Work on data management centric projects as directed by the Finance Director.
- Work with application vendors, external IT staff, and operational departments as needed.
- Communicate effectively with other team members and management to deliver results in a timely fashion. Ensuring timely delivery of status and issues reporting.
- Work with management to prioritize tasks, deliverables, and assist with the development of Levels of Effort (LOE) and project scope.
- Translate needs to business requirements with an emphasis on non-technical, business-friendly terms and language.
- Working with more technical staff, assisting with documenting system testing and deployment plans.



- Work with other data management team members to define and develop key system and platform metrics and performance measures.
- Develop and maintain process and procedure documentation and contribute to High-Level Design (HLD) documents.
- Working with more technical resources, diagram activity, and data flows such as swim lane diagrams

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines:

- Associate degree in Computer Science, Data Analysis, Accounting, Finance, Business Administration, Economics, or a closely related field; recent and relevant work experience will be considered in addition to or in lieu of educational requirements.
- Three or more years' experience serving in an IT or business analysis role supporting the business process functions of an agency, including budgeting, accounting, and purchasing functions.
- Public-sector information systems management experience is a plus.

Knowledge of:

- Understanding business operations and processes is essential for designing; additionally, it is also crucial for implementing effective systems and solutions.
- Having a strong understanding of computer systems; in addition, having proficiency in software development methodologies and database management.
- Knowledge of Microsoft SQL, Toad, Alteryx, Tableau, and Power BI a big plus
- Microsoft Office Suite or related software. Proficient with or able to quickly learn systems and software used by the organization.
- Knowledge of Tyler Technologies software applications including Tyler Incode and Tyler EnerGov is a big plus.

Skill in:

- Effective oral and written communication with the ability to make presentations.
- Have a strong understanding of computer systems; in addition, having proficiency in software development methodologies and database management.
- Strong interpersonal, management, and leadership skills with a positive public/customer service attitude.
- Creating project plans, setting and managing project timelines, and monitoring project progress, among other activities.

LICENSE AND CERTIFICATION REQUIREMENTS

- Must possess a valid Florida driver's license upon hire and maintain it throughout the length of employment with the Village of Indiantown.

WORKING ENVIRONMENT

- Work is performed primarily in an indoor office environment.
- Work occasionally requires travel to different locations inside and outside of the Village that will primarily be indoors.



PHYSICAL AND MENTAL DEMANDS

Emotional/Psychological:

- Frequent decision-making and multi-tasking required; occasional to frequent working alone; and occasional to frequent contact with the public and elected officials, sometimes encountering angry or upset patrons or citizens.

Mobility:

- Frequent standing, sitting, or walking for extended periods; occasional driving; occasional pushing, pulling, or lifting of up to 25 pounds; and occasional reaching, bending, kneeling, stooping, squatting, and crawling.
- Occasional balancing, turning, and climbing.

Dexterity:

- Frequent repetitive motion from writing, using a computer keyboard for extended periods of time, grasping, holding, and reaching.
- Standard dexterity in the use of fingers, limbs, or body in the operation of office equipment or other restricted physical activities.

Vision:

- Constant use of good overall close and distant vision.
- Frequent use of color perception; hand/eye coordination; depth perception; and peripheral vision.

Hearing/Talking:

- Frequent hearing/talking to others on the telephone and in person; frequent hearing of faint sounds and occasional hearing of loud sounds.

PROBATIONARY PERIOD

This position is subject to the successful completion of a six (6) month probationary period.

VILLAGE EXPECTATIONS

Certain essential village services are required to be maintained in any civil emergency (i.e., hurricanes). Depending upon the type of emergency, **any and all** employees may be activated as essential employees in the event of an emergency. Depending on the nature of the emergency, employees may be called upon to perform tasks outside of their daily duties.

Accepted by: _____ Date: _____

Signature: _____