



BUSINESS INFORMATION SYSTEMS ANALYST

Position summary

As a member of the Business Systems technology team, the Business Information Systems Analyst supports the maintenance and management of current business systems including but not limited to Infor Lawson ERP software for financial and human resources applications. The analyst ensures that business applications are working effectively and efficiently and within confines of security requirements. The analyst also supports district staff with automated process flows, add-ins, report, and extracting data for analysis.

Supervisory Relationship

The Analyst reports directly to the Business Technology Project Manager and indirectly to the Chief Financial Officer. The Analyst is a member of a support team and should also be a self-starter who will work independently to support the needs of Financial Services staff and of the district as a whole. Most of the work is self-generated and self-reviewed.

Essential Functions

- Supports district business systems in all environments and data areas from maintenance (including reviewing, installing and testing patches), testing, security, upgrades, conversions, and other as required.
- Develops and maintains technical specifications and end-user documentation of assigned projects (including reports, queries and analyses).
- Provides guidance, performs troubleshooting, and supports subject matter experts of the different modules in resolving system problems. Provides support preparing reports to Infor Lawson regarding problems. Monitors and manages support incidents with Infor Lawson following up with vendor where required.
- Responsible for security administration – establishes, monitors and maintains security roles; implements and maintains security schema for applications; defines roles; maintains user profiles including access and privileges; applies conditional security rules as needed; and complies with audit standards and basic business best practices on separation of duties.
- Works closely with financial services, human resources, schools and other departments to attain an in-depth knowledge of business processes, workflows, procedures and needs. Identifies opportunities for and develops information process improvements. Develop and implement custom applications, automated workflows, procedures and forms.
- Designs and develops database applications, reports, and queries used for internal and external decision making, reporting and analysis e.g. compliance with state requirements, GASB, and employee group collective bargaining agreements.
- Develops and delivers training for staff to better utilize the system (database structure, data extraction, develop reports and queries and technologies and techniques for analysis); and develops user guides and training materials.
- Provides backup assistance on basic user access and changes to access for network server and webpages when other technology team members are not available.
- Performs related duties consistent with job description and assignment.
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Required Knowledge, Skills and Abilities

- Excellent verbal and written communication skills. Ability to communicate effectively with a variety of groups and individuals with varying levels of technical knowledge.
- Strong analytical skills with attention to detail.
- General knowledge of financial accounting standards and reporting.
- Proficient in SQL, Microsoft Office Access, Excel, Word.
- Strong foundational knowledge in relational database concepts, principals and best practices of relational database design and administration, security, and performance.
- Advanced knowledge of Crystal Reports and Design Studio.

Highly Regarded

- Experience with Lawson Software: Portal, Security Administrator, ProcessFlow, Design Studio, Lawson Business Intelligence
- Experience with Infor Rich Client: System security, User management
- Preferred proficiency in Java Script and VBA programming.

Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Finance, Information Systems or closely related field and three to five years experience working with financial 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	4J Association (4JA) - Professional
Pay Grade	Grade 06 / 12 Month
Developed by	Simone Sangster, CFO/Director Support SVC
Reviewed by	Mark Malaska, Karen Hardin
Approved by	Sarah Brown, Human Resources Director
Last Revised	2/23/15