Position Purpose:

The Business Systems Analyst performs a number of technical functions in support of Authorities’ reporting, financial analysis, and systems processes.

This position’s primary responsibilities include the design and maintenance of standard and custom reports and the functional analysis of the Authority’s enterprise accounting system, Microsoft Dynamics NAV to ensure the efficiency of the Authority’s reporting and financial analysis needs. This position serves as the tier two support for AppSupport help desk (Applications, Systems, & Support) and is responsible for managing the performance of the Electronic Timesheet System (ETS), Delegation of Authority (DOA), and PCE Web Portal, including the ongoing functionality, testing, and implementation of improvements to these applications as needed.

Essential Functions:

Reporting & Financial Analysis (30%)

- Compiles data, creates special ad hoc reports, database queries, and status reports as requested to assist management with analysis and review.
- Modifies, maintains and supports existing company reports.
- Reviews/analyzes reports for completeness and validity.
- Coordinates and assists, as needed, on responses to internal report requests.
- Provides feedback and assistance on recommended establishment of new or modified reporting methods and procedures to improve report content and completeness of information.
- Compiles data and prepares reports required by managers for planning and monitoring operational, capital and project budgets.
- Analyzes financial and operational data. Translates business requirements into technical specifications and generates meaningful analytical reports.
**Systems (30%)**

- Creates efficiencies through facilitating processes, designing new reports, and developing workflows for capturing data in the system.
- Maintains system integrity through recurrent system validation reports and processes.
- Ensures database correctness through reconciliations between system modules within NAV to the General Ledger (G/L), such as Award Vision to G/L, PCE to G/L, Fixed Asset to G/L, etc.
- Researches, designs, tests, and implements improvements to current systems and the introduction of potential systems to meet the authority’s reporting and analysis needs.
- Manages and synchronizes current permissions across multiple systems and applications; designs structure for new permissions sets as needed.
- Provides backup coverage for AppSupport helpdesk as needed.

**Training (20%)**

- Demonstrates advanced written and oral communication skills required for training new and existing staff on the Authority’s Applications and Systems.
- Oversees new employee training and mentors the AppSupport role on how to train new employees.
- Leads training for the AIDEA and AEA staff to address training needs for common questions, such as front end use of database, or specifically requested instruction on Application or System processes.
- Creates presentations and documentation for Applications and Systems training on core processes.
- Organizes and facilitates trainings for foundational Applications used by the Authority, such as Jet Reports and Microsoft Excel trainings.

**Leadership (10%)**

- Conducts root cause analysis and validates source data to make appropriate recommendations for corrections for systems processes as needed.
- Facilitates meetings to create value through developing ideas, problem solving, and identifying recommendations, effectively communicating results to decision makers.

**Special Projects (10%)**

- Collaborates to meet annual reporting requirements for the PCE Annual Report and REF Status Annual Report by providing accounting system data as needed.
- Prepares ad hoc reports that arise due to the Authority’s needs and development, such as researching implementation of new applications or systems (such as E-docs, ETS biweekly conversion, NAV workflow, etc.)
- Researches projects that create efficiencies to streamline business tasks and automate the results of processes through a more thorough understanding and use of the Application and Systems capabilities. Examples include creating a new
dynamic report, identifying a new process to reduce duplicitous work or tasks prone to human error, integrating the functionality of the computer systems to meet the needs of the end users.

**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS:**
While performing the duties of this job, the employee is frequently required to sit and stand; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. This position frequently requires reading and communication through speech and writing. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS:**
Requires advanced skills in Excel, presentation software, and word processing. Requires basic skills with email, and general office equipment.

**CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:**
- Advanced written and oral communication skills.
- Demonstrated willingness to learn, capacity to receive direction and apply correction well.
- Ability to translate business requirements into technical specifications and generate meaningful reports.
- Ability to create reports which combine data from multiple data sources.
- Ability to define problems, collect data, establish facts, draw valid conclusions, and make sound recommendations.
- Demonstrated analytical skills that allow for interpretation of budgetary, financial, and related management information.
- Strong knowledge of Microsoft Office Suite Applications, including Excel (pivot tables, lookup, text to data, if statements, conditional sums), data tracking applications, and computer report writing tools.
- Demonstrated advanced technology skills with the ability to continuously expand knowledge as it relates to software applications, such as Microsoft SharePoint and Project.
- Works under the general supervision of Financial Systems Analyst to define work priorities and schedules.
- Ability to work independently and take initiative with minimal oversight, manages medium sized projects independently.
- Ability to manage multiple tasks and projects with attention to detail and accuracy.
- Proficiency in interpersonal communication and presentation skills (both orally and in writing).
- Ability to establish and maintain effective and cooperative working relationships with management, staff, and other State personnel.

**DESIRED QUALIFICATIONS:**
This position requires a Bachelor’s degree in Accounting, Business Administration, Finance, or related field; four years of professional level related work experience; and report writing experience using enterprise databases. Preference will be given to those who have experience with Microsoft Navision and Jet Reports. Additional related experience may be substituted for the education requirements.
Advanced computer skills to include spreadsheet, charting, and related report writing tools.

**DISTINGUISHING CHARACTERISTICS: (FOR FLEX POSITIONS ONLY)**

- **Range 18,** performs essential functions with supervision and some direction. A general understanding of the position is exhibited and additional expertise is sought through proactively asking good questions to increase knowledge base. Able to run Jet Reports, analyze reported data and provide feedback from analysis. Includes demonstrated knowledge and ability to modify existing Jet Reports to meet changed reporting criteria. Presents a strong understanding of the core Applications and Systems - NAV, Jet Reports, ETS, DOA, and the PCE web portal.

- **Range 20,** demonstrates solid knowledge of essential functions of the position and requires less supervision and direction than Range 18. Able to perform at a higher proficiency level in the areas of Reporting, Systems, and Training. Operates as team lead for business Applications, Systems, and Support desk. Identifies opportunities for improvement for current and/or new processes and reports and is able to perform initial research for potential solutions independently. Exhibits leadership through training staff and problem solving Systems and Applications related challenges. Demonstrates an ability to lead meetings and share ideas in an organized, clear, and productive manner.

- **Range 22,** demonstrates mastery of essential functions at a high level of proficiency with limited supervision. Includes demonstrated knowledge and ability to build Jet Reports based on input from end users of the report and testing report for data content and accuracy. Proven leadership in recognizing the need for new processes, with the ability to design, test, implement, and train on new procedures or reports as needed for the Authority. Demonstrates initiative with problem solving on a macro scale for the Authority’s Applications and Systems, with the skills to effectively communicate recommendations and lead implementation with professionalism.