



Senior Business Analyst

The Senior Business Analyst is responsible for designing, planning, and managing multiple projects to improve the effectiveness and efficiency of business operations involving the District's Enterprise Resource Planning (ERP) system.

Responsibilities include analyzing current business processes and complex datasets to make recommendations for business process improvements, designing and running reports, extracting, analyzing, modeling, reconciling, and summarizing data. The Senior Business Analyst performs work for several departments and involves liaising with key staff in departments, schools, and external software providers.

The Senior Business Analyst utilizes significant technical computer expertise and advanced knowledge of mission critical Payroll, Human Resources and Finance systems to resolve problems of significant complexity. The work is of a highly specialized nature which requires a significant degree of independence and judgement.

Responsibilities

- Analyzes and documents current financial business processes utilizing business modeling techniques to ensure consistent application and improve efficiency and outcomes
- Performs analysis of complex data sets, producing charts, tables, and graphs to highlight trends, and provides analytical and interpretive advice to senior management
- Provides regular data extracts and responds to requests from Management for data analyses and queries
- Develops reports, procedures, and scripts to serve the needs of ongoing analysis and processes, and proactively identifies new data analyses
- Develops and maintains reference documentation such as workflow charts, end user instructions, manuals and reference materials on business processes and procedures.
- Recommends improving financial systems processes by analyzing and documenting business needs and existing processes, gathering, and defining requirements, detailed specifications, and modeling (data flow diagrams, narratives)
- Manages complex security hierarchy and other complex databases/profiles in the ERP system for Payroll, Human Resources, Purchasing and Finance as required
- Supports the Finance, Budget and Payroll areas with upgrades, testing, and new financial system implementation
- Performs other related duties as required

Knowledge and Skills Required

- Superior analytical skills, including the ability to comprehend complex issues and related data and present information in concise meaningful ways
- Advanced skill in identifying, analyzing, and recommending solutions to problems, including business process mapping
- Advanced skill in using spreadsheets, enterprise database applications, and in building dashboards
- Solid experience in writing SQL queries, and in using Power Pivot, Power Query and Power BI
- Advanced skills in the use of report writers and data extraction tools
- Advanced ability to work with complex data sets from various sources and in a variety of formats, and to analyze and interpret statistical and transactional data
- Demonstrated knowledge of accounting principles, practices and procedures, financial systems and accounting operations
- Understands and identifies business implications of data system designs and the data requirements of user needs
- Understands business analysis methodologies to gather and analyze data and develop recommendations for moving forward
- Proficiency in organizing, prioritizing and scheduling diverse tasks to ensure the orderly, accurate completion of work with competing deadlines and requirements
- Excellent communication (verbal and written), interpersonal and customer service skills
- Ability to coordinate projects with internal and external groups
- Ability to develop accurate reports, write clear process and end user documentation and explain complicated technical issues in non-technical terms and in a non-technical manner.
- Ability to liaise effectively with Management, external agencies and software providers on data management, system design, and statistical issues
- Ability to work in a confidential environment and convey information in a diplomatic manner, respecting the policies and practices to protect personal information

Education and Experience

- A bachelor's degree in Computer Information Systems, Business or similar degree from an institution recognized by the District
- Five years, recent full-time experience, in a related work environment or an equivalent of training and experience

Interested and qualified applicants should apply on <https://bit.ly/3oFTZaX>. Be sure to upload resume and cover letter.

Note: The successful applicant is required to consent to a Criminal Record Search prior to employment. Only applicants selected for interviews are contacted. To all others, thank you for your interest.