

POSITION **Business Analyst - Finance, Human Resources, and Payroll (FHP)**
APPLY BY **Open until Position Filled**
HIRE DATE **December 16, 2024**

DIVISION Information Technology Services
REPORTS TO Director of Enterprise Applications
CLASSIFICATION Non-Exempt/Hourly
POSTING DATE November 20, 2024

SUMMARY

Southwest Tech has embarked on a multi-year college-wide Enterprise Resource Planning (ERP) software implementation to deliver a world-class experience to its prospective and current students, staff, faculty, and alumni. The Business Analyst for FHP has an important role in this ongoing project. This position will work in close collaboration with the department heads of the Finance (general ledger, accounts payable/receivable, budgeting, fixed assets, purchasing) and Human Resources (compensation, benefits, hiring, onboarding, performance) and Payroll functional areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Lead the internal and external ticket process with regular follow-up to the department heads
- Understand, make recommendations, and implement improvements in the software systems (Anthology, Timeclock Plus)
- Respond to emergent requests and make them a high priority (i.e., payroll, finance)
- Collaborate with and inform department heads of the changes in the upgrades
- The ability to organize multiple tickets and projects at the same time
- Analyze and evaluate business functions and documents operational needs, objectives, and procedures daily
- Collaborate closely with department heads to ensure that best practice business process changes in the functional areas are fully understood and supported
- Troubleshoot, modify, and improve application systems to ensure stable and consistent production of the ERP
- Research, analyze, and test software updates, upgrades, and enhancements to determine impact on existing business processes and coordinate with the department heads
- Modifies or creates Anthology reports that are requested by internal departments
- Support departmental staff to ensure utilization of current and future features of updates, upgrades, and enhancements of the ERP
- Provide technical assistance, train users and supports training in the usage of the ERP
- Identifies opportunities for improving business processes to derive maximum value from the ERP system
- By using workflow and other ERP tools, make recommendations for solutions to improve the automation of business processes.

TRAINING, EXPERIENCE AND SKILLS

- Associate Degree in Information Technology or related field required, bachelors preferred
- 3-5 years' experience as a Business/Systems Analyst supporting higher education
- Prior experience with a Finance and HR/Payroll ERP software
- Excellent research, analytical, project management, critical thinking, decision making and problem-solving skills
- Excellent verbal and written communication skills, and strong interpersonal and presentation skills
- Ability to learn quickly and work in a fast-paced environment
- Ability to interact effectively with management, business users, and other team members
- Ability to multitask, maintain an organized work environment, and be a team player and self-starter
- Experience documenting business and system requirements, processes, and workflows
- Experience with planning and execution of testing efforts including, development of test cases, coordination between technical and business resources, and documentation on testing results
- Knowledge and experience with Agile software development methodology preferred

KNOWLEDGE

- Microsoft Dynamics 365 – Finance & Operations
- Financial Report designer
- Power Query
- Power BI
- Payroll
- Budgeting experience
- Accounts Payable/Accounts Receivable/General Ledger
- Microsoft Office
- Anthology Finance & HCM, Anthology Student & Engage a plus

REMOTE/VIRTUAL WORK OPTION

The ideal candidate will work on the main Southwest Tech campus in Fennimore, Wisconsin, although a remote/virtual work arrangement is an option that may be discussed. If a remote option is approved, the candidate will establish an appropriate work environment with reliable internet service. Frequency and duration of travel required to Fennimore will be at employee's expense and will be determined upon hire. In either scenario, the successful candidate will be provided with a Southwest Tech laptop and related software.

PHYSICAL REQUIREMENTS

Position requires: stooping, reaching, standing, walking, talking, hearing, seeing and lifting.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobsatswtc.

For questions regarding the application process please email Human Resources at humanresources@swtc.edu or 608.822.2314.

SALARY BAND: C43 \$26.24 to \$36.73

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Wisconsin Retirement System Contribution
- Fitness Center Access
- On-campus day care (hourly rate charged)

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion or sexual orientation in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.