POSITION	**Systems Analyst - Finance, Human Resources, and Payroll**
APPLY BY	**July 19, 2020**
HIRE DATE	**August 24, 2020**

DIVISION	Information Technology Services
REPORTS TO	Director of Enterprise Applications
CLASSIFICATION	Non-Exempt/Hourly
POSTING DATE	July 2, 2020

SUMMARY

Southwest Tech is embarking on a multi-year college-wide Enterprise Resource Planning (ERP) software implementation in order to deliver a world-class experience to its prospective and current students, staff, faculty, and alumni. The Systems Analyst (SA) will play a key role throughout the project, and will also have an important ongoing role after implementation is complete. The SA 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. Although the SA reports to the ITS Director of Enterprise Applications, their work is mostly embedded within the departments they serve. This position primarily supports the business processes and software modules serving Finance, HR, and Payroll. However, cross-training will enable the SA to understand the overall architecture of the highly integrated system, enabling support of other departments on occasion.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Collaborate closely with department heads to ensure that best practice business process changes in the functional areas are fully understood and supported with the interest of providing improved services to students and creating greater operational efficiency.
- Troubleshoot and analyze applications on a daily basis to modify and improve application systems to ensure stable and consistent production.
- Research, analyze and test software updates to determine impact on existing business processes.
- Lead the creation and implementation of reports and analytics dashboards as required by staff.
- Support departmental staff to make a smooth transition from existing systems, applications, and processes to new tools and processes
- Provide training in the use and upkeep of applications and technologies in order to derive maximum value from the ERP system
- By using workflow and other ERP tools, configure 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 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 Office
- Microsoft Power BI, SSRS, Management Reporter, Office 365, Visio preferred
- Campus Management CampusNexus / 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: C42 Hourly- $23.46 - $32.84

BENEFITS/SERVICES
Our comprehensive benefit package includes the following and much more:
- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- 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.