IT Data Analyst

Responsible for duties similar to a Programmer of PowerOn, SQL and ERP Administration, who reviews, assesses, and develops business processes and programming in PowerOn. Focus is on the effective use of resources, both people and technology. Position is responsible for analyzing fiscal data, programs and operations and recommending programs and implementing programs in PowerOn. The position requires extensive interaction with end users to ensure that JPEFCU effectively utilizes its application investment to analyze business and user needs in Symitar, with PowerOn programming. The position provides project management throughout all phases of the implementation of the ERP system and provides support for departmental/site specific applications. The position will identify and coordinate training for end users on all business applications such Symitar, Banno, Synergy by Jack Henry.

Essential Functions

The list below is intended to describe the general nature of duties only. Employees shall perform other duties as assigned.

- Coordinates or conducts training sessions to implement new or improved systems and procedures.
- Assists departments with technical matters and in the general preparation of the Symitar data, PowerOn programs, and Synergy and Banno Data.
- Assists in the development and documentation of office systems and processes and identifies opportunities for improving business processes through information systems and changes in programs for Symitar, Banno, and Synergy.
- Supports staff in preparing short and long-range projections utilizing programming and analytic techniques.
- Collaborate with users to understand their business needs and match available technology to those needs in order to ensure effective utilization of the JPEFCU core Symitar application.
- Increases productivity by developing automated accounting applications; coordinating information requirements to produce reports and modifications in the core system to benefit JPEFCU overall operational requirements.
- Guides programming process by establishing and monitoring standards; explaining processes and techniques, recommending actions.
- Recommends actions by analyzing and interpreting data and making comparative analyses; studying proposed programming changes in methods and materials to support JPEFCU requirements.
- Assists in identifying areas where existing software installations require change or new ones need to be procured and adapted and makes recommendations in these areas.
- Establish expertise in report writing tools, document report requests, and develop reports as appropriate.
- Plan, schedule, coordinate, and conduct activities related to an application upgrade to ensure minimal disruption of application availability.

Job Specifications

- Bachelor's degree in related field required. Applicants with 8 or more years of related service will be given credit for meeting the minimum educational requirements and will be considered for the position.
- PowerOn and SQL Querying fundamental and advanced training preferred.
- Experience working in the financial environment and knowledge of Jack Henry Symitar is referred.
- Experience managing programming in PowerOn or similar programming.
- Knowledge of general business processes is required.
- Knowledge of emerging industry practices when solving business solutions.
- Knowledge of typical office applications including Microsoft Office applications.
- Ability to troubleshoot and demonstrate analytical/problem solving skills.
- Ability to be organized and prioritize multiple tasks.
- Ability to establish and maintain effective working relationships with co-workers,
- Ability to work independently with limited supervision.
- Ability to communicate with and understand the needs of non-technical users.
- Support existing ODBC connections and create new ODBC connections to assist with data analysis and create new programs in PowerOn and modify existing programs.
- May be required to adjust schedule to meet organizational needs, including evenings, weekends & holidays.
- Ability to perform the essential duties.