

## **Business Information Analyst**

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### **Purpose Statement:**

This position is technical in nature and requires the ability to handle situations with minimal supervision. The purpose of this position is to provide technical support, information and assistance to Employees, Administrators, Business Office, and ITC department regarding the business process and informational systems. This position is providing business processes and technical assistance in identifying, evaluating, developing, implementing, and maintaining systems and procedures. Responsible for collecting, reviewing, and analyzing the business information to provide recommendations and increases efficiencies within the Business Office. Responsible for analyzing financial, payroll, retirement, and budget reports assuring accurate program and funds distribution.

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### **Essential Functions**

- Collaborates with district staff and vendors (e.g. identifying needs, documenting process, defining and ensuring fulfillment of requirements, etc.) for the purpose of developing, implementing and maintaining information systems, services and/or programs.
- Communicates with district staff and external organizations (e.g. new practices, methods, solutions, reports, etc.) for the purpose of increasing knowledge and sharing information.
- Develops and maintains system defect and change for the purpose of ensuring system efficiency and accuracy.
- Develops and documents data models for the purpose of responding to user and administrative data needs and relationships, modifications, and customized system and/or reports.
- Maintains application software and systems (e.g. purge obsolete data, identify and resolve software defects, design and implement software enhancements, system testing, etc.) for the purpose of ensuring efficient systems operations to best meet end user needs.
- Responds to district personnel for the purpose of troubleshooting and problem solving regarding the use of information systems tools.
- Maintain a variety of records for the purpose of ensuring availability of information and services to authorized users.
- Prepares a wide variety of technical and non-technical materials for the purpose of documenting activities, provide written reference and/or explaining functionality and flow of information.
- Develop and train district end users for the purpose of utilizing information tools, learning new database and software applications.
- Manages information system support for the purpose of providing accuracy of data entered, ability to access system information and to retrieve information in a usable format.
- Participation in meetings, workshops, and seminars for the purpose of conveying and/or gathering information regards required to make decisions and perform functions.
- Serves as a resource to district personnel for the purpose of providing information and guidance for internal and external reporting and for utilizing tools to manage data.
- Researches solution for the purpose of analyzing and documenting impacts on the district and benefits of possible solutions.
- Review, analyzes and evaluates systems and user needs for the purpose of solving, enhancing new technology with specific business problem or requirements.
- Maintain a system of internal control for compliance with state/federal regulations. Manage compliance of district compensation information to facilities detail audits from state/federal and third party agencies.
- Develop and provide training for the Business Department, building staff and other district departments.
- Directs and assists staff through special processing activities, and monthly processes for the Business Office.

- Develops system reports for Accounting, Budget, Payroll staff and other District Administrators for purpose of providing customized, accurate and up-to-date information for resource planning and other purposes.
- Perform other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Assist processing of Preliminary payroll final payroll, Budget processes, and Accounting in production and test environments.
- Provides a variety of assistance to the Administrator, such as assisting in maintaining liaison between Payroll and Human resource offices; and assisting in maintaining liaison with district staff and administrators by providing recommendations to the business process.
- Serves as liaison between Human Resources Information Analyst, Accountant, Budget Staff, Payroll Staff and Administrators.

### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in completion of their work activities.
- Attend meetings as required for the purpose of supporting staff members in completion of their work activities.
- Participates in leadership team activities for the purpose of sharing and receiving information in support of district goals and initiatives.
- Establish work group goals and objectives consistent with department and District goals.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

- Ability to learn, understand/explain district payroll practices and procedures
- Ability to analyze data with attention to detail
- Ability to organize and keep accurate records
- Effective oral and written communication skills
- Skill in operating standard office equipment
- Demonstrate competency in word processing and spreadsheet software
- Demonstrate strong skills to interpret and integrate laws/enhancements and bargaining agreements into payroll process.
- Demonstrated high level proficiency in data processing and accounting systems.
- Demonstrate high level of critical thinking and analysis skills
- Ability to set priorities and meet deadlines.
- Ability to establish and maintain positive, effective working relationships with a variety of others
- Ability to work with a wide diversity of individuals, work with variety of data, and variety of other staff members in other departments
- Required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions
- Ability to use pertinent software applications
- Ability to plan and manage projects, analyze data utilizing a variety of complex processes and operate equipment using standardized methods.
- Ability to maintain accurate records, and assist staff members with accuracy of information
- Ability to perform accurate arithmetic calculations and to process statistical data
- Ability to perform ten-key calculator with accuracy
- Ability to maintain confidentiality
- Ability to problem solve may require to identify issues and select action plans
- Ability to problem solve data requiring independent interpretation of guidelines and systems
- Ability to attend to detail and follow projects through to completion with a high degree of accuracy
- Ability to work well under pressure
- Knowledge of federal, state, local laws, regulations, and policies that govern public school district payroll

**Working Environment**

Office job; requires visual and mental concentration on high volume of detail; requires prolonged exposure to visual display terminal; computer operation requires dexterity and precision; required to sit for prolonged periods; experiences occasional interruptions and inflexible deadlines; occasionally required to deal with distraught, frustrated, and angry people.

**Education and Experience**

High school graduate with training in payroll/bookkeeping procedures and three years of increasingly responsible experience in payroll preparation or record keeping work. Bachelor degree in job related field preferred. Job related experience within specialized field. Previous school district payroll experience on a computerized system preferred. IFAS experience preferred.

**Required Testing**

Successful completion of required tests

**Certificates & Licenses**

Must be bondable

**Continuing Educ./Training**

**Clearances**

Criminal Justice Fingerprint/Background Clearance