

JOB TITLE: Business Applications Analyst

DEPARTMENT: Financial Services

DIVISION: IT and Risk Management

FLSA: Exempt

DATE OF REVISION: 08/01/2017

1. PRIMARY FUNCTION

Serve as company's point of contact for 3rd party financial and reporting software support services. Work closely with the different areas of the company to understand the business processes and reporting requirements and provide and/or facilitate IT services that improve and enhance business processes. Responsible for providing end-user system and applications support and training to ensure data integrity as well as trouble shoot user and system problems.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES (Should be a minimum of 5-8)

- Responsible for the overall capabilities and operations of JPI business applications
- Responsible for translating and communicating business requirements into systems requirements and vice versa
- Project manage software implementations
- Act as liaison between JPI employees and third party software support staff
- Monitor the efficiency and effectiveness of the third party IT support staff
- Effectively work with internal teams to accomplish the goals and objectives of the JPI/IT support relationship.
- Ensure procedures relating to financial software are in compliance with JPI Policies.
- Act as Super-user and Helpdesk for accounting and reporting systems.
- Evaluate, recommend and coordinate modifications or upgrades to existing business systems based on business needs/requirements
- Lead and/or participate in special projects to support department initiatives.

3. NON-ESSENTIAL DUTIES AND RESPONSIBILITIES (Could be 1-3)

- Other duties that may be assigned.

4. KNOWLEDGE AND EXPERIENCE REQUIRED

A. EDUCATION:

- Bachelor's degree and some understanding of business discipline
- Previous Accounting systems-related work experience preferred

B. LICENSES OR CERTIFICATIONS REQUIRED:

None

This is intended to describe the major requirements and the major duties which comprise the framework for this job. It is **not** to be construed as an exhaustive statement of all the duties, responsibilities or requirements. TDI Employment Services, LLC retains the discretion to add or change the job duties at any time.

C. RELATED WORK EXPERIENCE: []

- | | |
|---|---|
| <input type="checkbox"/> None | <input checked="" type="checkbox"/> 4 - 6 years |
| <input type="checkbox"/> 6 months to 1 year | <input type="checkbox"/> 7 - 9 years |
| <input type="checkbox"/> 1 - 3 years | <input type="checkbox"/> 10 or more years |

Describe the nature of the prior experience (what type of work must the incumbent have been performing for the last x number of years? (i.e., analysis, industries, positions, typing, computer skills, etc.):

- Full understanding (or fluent in) multifamily and construction real estate concepts.
- Experience in solving problems and improving business processes in a systems environment.
- Implementation/conversion experience a plus.
- Experience in managing and working with technical resources (software vendors, technical developers.)
- Yardi application knowledge and experience necessary (Core GL, AP, Residential Management, PAYscan, and Job Cost.)
- Strong interpersonal skills with demonstrated ability to relate to people at all levels of an organization.
- Should have the ability to adapt to a constantly changing support environment and must have a strong customer service orientation.
- Excellent oral and written communication skills.
- Working knowledge of Microsoft Office products

D. OTHER CONSIDERATIONS (communications, interpersonal skills, etc.):

- Problem Solving/Analysis
- Customer/Client Focus
- Project Management and Coordination
- Communication
- Accountability
- Adaptability

APPROVALS:

TEAM LEADER

DATE

HUMAN RESOURCES

DATE

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