

Business Systems Analyst II

Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.

Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking a Business Systems Analyst II to build upon their 50+ year leadership in housing finance.

SUMMARY:

The business systems analyst has a general knowledge of computer applications from both the business and technical perspectives. The business systems analyst approaches the work with a business orientation and acts as a liaison between people using the systems and the technical environment of programmers and systems. The business systems analyst assists in developing new business procedures, modifying existing procedures to fit new business models, and identifying and coordinating solutions to application errors.

ESSENTIAL FUNCTIONS:

- For problems that cannot be resolved by the IT Help Desk, the business analyst provides the next level of support from a technical and business standpoint.
- Acts as liaison between end users, vendors, and other Information Technology Systems functions to coordinate system support solutions.
- Responsible for the development and management of timelines for multiple projects.
- Gathers and documents the necessary information on requirements and systems operations to assist in the development or modification of a system.
- Participates in system development and maintenance decisions.
- Monitors problems reported for existing systems.
- Coordinates business application upgrades and user acceptance testing (UAT). Assists users with development of testing schemas for applications under development or maintenance.
- Documents systems, writes and maintains manuals, and develops and maintains systems standards and procedures.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's degree in Computer Science, Information Technology preferred or another related field. 3-5 years' experience as a Business Systems Analyst. Strong prioritization, organizational and communication (oral and written) skills. Experience authoring business requirements and technical specification documents. Proficiency with Microsoft Word and Excel. Ability to work independently and meet time-sensitive project deadlines. Working knowledge of loan origination and servicing systems or financial accounting systems is a plus.

Excellent benefits package, including 401 (k); immediate vesting.

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To apply, submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=429381&source=CC2&lang=en_US

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