

PPAI JOB DESCRIPTION

Business Systems Analyst

The Business Systems Analyst is responsible for facilitating digital transformation efforts within the Association. An expanded skill set in areas such as product management, process improvement, and product development is necessary.

Their duties include analyzing financial reports, market research and operating procedures, strategizing ideas to improve business operations, and meeting with company executives and other stakeholders to provide suggestions based on their analysis.

Reporting Structure

Title of reporting manager: Director of Digital Transformation
Department: Digital Transformation

Job Status

FLSA Status (Exempt / Non-Exempt): Exempt
Compensation (Hourly / Salary): Salary
Job Status (Full-Time /Part-Time /Temp): Full-Time
Daily Schedule (Start time Flexible / Not Flexible): Flexible
Work Location: HQ / Hybrid

Job Discretion

How many people does this position supervise: 0
Does this position have disciplinary responsibilities: No
Does this position have hiring / termination responsibilities: No
Does this position have evaluation responsibilities: No

Essential Functions and Primary Duties

1. Learn and document our business process workflows as they exist today.
2. Construct workflow charts and diagrams; studying system capabilities; writing specifications
3. Expand the workflows in supporting documents to identify key areas of opportunity to address inefficiency.
4. With support of others, identify and recommend how to leverage NetSuite to create new processes.
5. Sound knowledge and expertise in evaluating the implications of changes.
6. Determine requirements and deliver data-driven recommendations and reports to executives and stakeholders.
7. Lead project management through implementation.

1. Create informative, actionable, and repeatable reports that highlight relevant business trends and opportunities for improvement
2. Analyze data models to deliver logical conclusions.
3. Maintain stakeholder engagement through the project lifecycle.
4. Strong communication and interpersonal skills to interact with senior-level management regarding the implementation of changes.
5. Prepare technical reports by collecting, analyzing, and summarizing information and trends.
6. Drafting use cases and managing UAT.

Secondary Responsibilities

1. Conduct insightful, ad hoc analyses to investigate ongoing or one-time operational issues.
2. Researching and reviewing up-to-date business processes and new IT advancements to make systems more modern.
3. SQL experience is strongly preferred
4. Experience with NetSuite a plus.
5. Other duties as assigned.

Association Wide Responsibilities & Values

1. Provide honest and ongoing communication as needed to support success throughout the organization
2. Meet established deadlines for all projects, reports, and communications for all audiences both internally and externally.
3. Provide high-quality products, reports, communications, and projects for all audiences internally and externally.
4. Be fair, consistent, responsive, and supportive of leaders, staff, board members, members, and vendors
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI and the industry.
6. Be empowered, accountable, and responsible for your career success, actions, influence, and impact upon the organization as a whole.
7. Foster cultural values, mission, and overall organizational guidelines of PPAI.

Education Requirements

School/Certification Authority	Degree/ Certification	Major/ Minor
College	B.S.	Information Technology/Business Administration
Or Equivalent Experience	5+ years	

Experience / Knowledge / Skills

Type of Work	Years of experience	Depth of Experience
Analysis	5+	Advanced
Process Improvement	5+	Advanced
Communication	5+	Intermediate
Data visualization Tableau /Power BI	5+	Intermediate
Problem Solving	5+	Intermediate
Critical Thinking	5+	Advanced
Relationship building	5+	Intermediate
Knowledge of relational databases	5+	Advanced
Strong troubleshooting skills	5+	Advanced
Strong written and communication skills	5+	Intermediate
Data Mapping	5+	Intermediate

Physical Requirements

- Sitting: Moderate
- Standing: Moderate
- Lifting: Moderate
- Pushing/Pulling: Moderate
- Bending/Stooping: Moderate
- Extended work hours, extended weeks (endurance requirement): Light-Moderate

Work Environment

- Office environment: Yes
- Trade show floor or event venues: Yes
- Temperature controlled environment: Yes
- Travel: Must be able to travel