

Senior Business Systems Analyst
Permanent Position – Mostly Remote Work
Nashville, Tennessee

APPLICATION DEADLINE IS WEDNESDAY, JUNE 1, 2022 AT 11:59PM

Dynamic Information Technology (IT) team on the leading edge of technology has a need for an experienced Business Systems Analyst. Do you thrive in a fast-paced, collaborative team environment? Do you want to have a role in influencing day-to-day decisions? Do you want to have challenging work every day where your creativity can be an asset? Then we want to meet you!

We are looking for a Senior Business Systems Analyst for our team to help support our mortgage servicing division and their software systems who will perform analysis of business processes as they relate to technology. We need someone with a successful track record in customer service and business analysis specific to mortgage systems.

Your regular duties will include working with vendors to resolve issues; researching any proposed State or Federal regulation changes and recommending or assisting in any necessary modifications, upgrades, or changes to software or automated processes as a result of those changes; assigning rights and authority access to division software systems, including both internal and external systems; testing and monitoring software enhancement updates, examining deliverables for adherence to organization and division standards to ensure that both user and system requirements are being met; designing, developing, executing, and modifying data reports from the appropriate system and any other required external organization to meet agency reporting needs or Federal/State audit requirements; and training and providing technical assistance to division staff regarding division-specific software systems. Responsibilities may also include assisting with the design of new computer programs by analyzing business requirements, constructing workflow charts and process-flow diagrams, studying system capabilities, and writing functional and non-functional system specifications.

MINIMUM REQUIREMENTS:

- Bachelor's degree in information technology, public administration, business administration, or related field.
- Three years of experience in business process analysis, major computer system implementations, change management, and/or major analytical or research studies.

State of Tennessee positions that may involve driving responsibilities require candidates to meet the following minimum driver qualifications:

- A valid driver's license
- For the past five years, the candidate's driving record must not have record of the following violations: driving under the influence (DUI), reckless driving, license suspension for moving violations, more than 4 moving violations

STARTING SALARY: \$57,000 to \$74,000 depending on experience.

BENEFITS: THDA offers an excellent benefits package: medical, dental, vision, and life insurance options; disability insurance; retirement plans; flexible benefit pre-tax accounts for medical, dependent care, transportation, and parking; annual leave and sick leave that begin accruing after the first month of employment; and 11 paid holidays per year. We also offer work-life balance opportunities through alternative work schedules, flexible schedules, and telecommuting.

To apply, visit our website at www.thda.org and click on the Careers link at the top of the page. Note that only on-line applications for specific positions through this website will be considered.

THDA is an equal opportunity, equal access, affirmative action employer.