

Job Description

Job Title: Financial/HR Systems Analyst	Reports to: Controller
FLSA Status: Exempt – Full-Time	Aligned Executive: Vice President and Chief Financial Officer
Kipuka: Lili'uonamoku – Honolulu	Department: Finance-Team Services

Job Purpose

The Financial and HR Systems (HRIS) Analyst is responsible for maintaining and supporting the applications and interfaces for the agency's financial and human resource systems. This position will also act as the primary contact for LT, responding to and resolving issues, handling system enhancements and upgrades, reporting requirements and new system builds. This position also analyzes current processes, tools and systems and makes recommendations for development, improvement and simplification. This position is managed within the Finance Department of Team Services and supports People Operations with HR Systems.

Essential Responsibilities

- Take a leadership role in the continued evolution of the HRIS and Financial Systems – Ceridian Dayforce, SAGE and Concur—including its ancillary applications.
- Serve as a Ceridian Dayforce, SAGE and Concur specialist, building relationships with key business users and third-party vendors.
- Serve as system administrator for Ceridian Dayforce, SAGE and Concur—along with its ancillary applications.
- Identify and analyze business needs, touch points and requirements across core Ceridian, SAGE and Concur areas.
- Provide user support, process mapping/documentation and training for new system installations, system enhancements and processing procedures.
- Maintain data integrity by developing and performing routine audit methods which includes establishing controls over the integrity of all interfaces, as well as querying and analyzing data.
- Work with vendors to design, develop and maintain interfaces between systems including Ceridian (all applications), 401(k) providers, benefit vendors, SAGE, Concur, LT Pay, LMS and other systems.
- Develop user procedures, guidelines and process maps, training materials and documentation. Train users on new functionalities.
- Develop, test, and monitor dashboards, metrics and system applications.
- Develop standard and custom reports that meet reporting requirements and can be used by HR and Finance team. (search for a budgeting software, set-up budget templates and set-up recurring GL entries).
- Provide guidance to management regarding system requirements based on LT needs.

Other duties:

- Contributes to the Trust's success by accepting new assignments, helping team members, learning new skills, and striving to improve team and organization results.

Qualifications

- Bachelor's Degree in Management Information Systems or equivalent years of systems analyst experience.
- 7-10 years of experience with HRIS or Financial Systems (core HR, payroll, time and attendance, benefits, recruiting, ERP or financial applications such as general ledger, budgeting and reporting systems).
- Understanding of payroll processing, ACH payments, A/P automation and experience working with a third-party software like Ceridian, SAGE and Concur.

- Advanced knowledge of excel (including Power Pivot), PowerPoint, and ability to troubleshoot systems.
- Communication: Must have ability to communicate effectively and convey information succinctly. Ability to use appropriate interpersonal skills to share information.
- Problem Solving: Identifies problems, determines possible solutions and actively works to resolve issues.
- Project Management: Must have ability to exercise good judgment in planning and performing systems analyst tasks. Some independent judgment required in setting priorities of tasks among multiple assigned projects. Ability to work under pressure and tight deadlines.

Organization Competencies

- **Alignment with Queen's legacy:** Understanding and appreciation of Queen Liliuokalani's story, her legacy and the Hawaiian Culture is foundational to staff's commitment to working with our Hawaiian children, families and communities. Demonstrates respect for and appreciation of Hawaiian values history, and culture, understanding its implication in one's work, in fostering meaningful relationships, and in embracing the community served.
- **Ho`omau i ka `imi Na`auao (Continuous Learning and Improvement):** Committed to creating and reinforcing an environment of continuous learning and improvement.
- **Ho`ike i na Mana`o Pono (Effective Communication):** Communicates with those we serve and each other in a consistent manner that results in mutual understanding, harmony, and action.
- **No'ono'o loi (Critical Thinking and Problem Solving):** Actively and skillfully understands, conceptualizes, applies, analyzes, synthesizes, and/or evaluates information and develops and supports fact-based analyses and recommendations
- **Ho'o kumu a'e or `Imi hakuha (Innovation):** Identifies and integrates creative ideas into new or existing services and promotes effective problem-solving.
- **Pilina Ho`ohana a me ka Hana Hilina`i (Building Relationships and Creating Trust):** Manages relationships to create optimal opportunities and move the organization forward.
- **Alu Like I ka Hana (Teamwork):** Works cooperatively and collaboratively with others throughout the organization in alignment with the organization's objectives.
- **Ho`onui I ka `Ike (Capacity Building):** Encourages personal growth by exhibiting trust and a belief in the capacity of others.

Mental and Physical Demands:

- Ability to lift 25lbs pounds. Requires frequent sitting, bending and standing. Ability to work in a fast-paced and ambiguous environment. Ability to analyze and solve system problems; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions due to open space work environment and working between two departments.

Terms and Conditions of Employment

As a condition of employment, teammate will be subject to LT's policies, procedures and organizational values.