



You've got the Power!

JOIN OUR TEAM

Business Analyst I

Other Skills & Abilities

- Proficient in Microsoft Office, Crystal Reports and TOAD for Oracle
- Ability to use discretion and maintain confidentiality of employee and member information
- Ability to work independently with minimal supervision
- Ability to multi-task and resolve issues in a timely manner
- A high degree of initiative and creativity while being detail-oriented
- Adept at applying troubleshooting and problem solving techniques
- Excellent communication (written and oral) and interpersonal skills
- Ability to meet deadlines
- Ability to work overtime when needed

Preferred Skills

- iVUE CIS or other Consumer Information System
- OnBase or other EDMS
- Ability to write queries using SQL

Education and/or Experience

- High school diploma or equivalent; Associate degree in Records/Information Management, Business Administration or related field preferred; or equivalent combination of education and experience.
- Minimum two years of experience in business process design, application support and CIS business knowledge.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity Employer

All contingent offers are based upon successful completion of our pre-employment verification process, which may include a criminal background check, physical health screening, drug test, MVR and proof of eligibility to work in the United States.

Full job description is presented at time of the interview.

The Business Analyst I is an onsite role that prepares and processes documents for the Electronic Document Management System, implements record management practices, and configures, administers and supports the Consumer Information System, including analyzing and implementing process improvements. A successful candidate is analytical, detail oriented, and can utilize their technical expertise to resolve issues within our business applications.

Key Responsibilities:

- Possess a comprehensive understanding of the CIS application and provide business process analysis for CIS and applications integrated with the CIS system
- Troubleshoot, support and maintain existing CIS applications
- Provide functional support to end-users and facilitate resolution of system problems
- Analyze data input and output to ensure accuracy in the CIS system, and participate in data cleanup initiatives
- Prepare testing strategies and plans to ensure effective testing of functionality, upgrades and process changes
- Prepare documents for the EDMS by receiving, identifying, auditing, scanning and indexing records
- Assist with the development, implementation and maintenance of the Records Retention Schedule and procedures
- Write basic SQL queries to extract data from databases and develop reports for business users

Benefits:

- Competitive pay
- Medical, dental, vision and prescription drug coverage
- Health Savings Account with company annual contribution
- Life insurance and disability
- 401K with company match
- Pension plan
- Paid holidays and time off
- Educational/tuition reimbursement plan
- Professional and personal development
- Employee discounts
- Employee Assistance Program
- Wellness programs and onsite fitness center



Snapping Shoals EMC has been in business for over 80 years. During that time, we have built a strong reputation for providing reliable power and excellent customer service. Our roots go back to the 1930's and the early days of America's rural electrification.

NONEXEMPT STATUS | Full-time | Onsite Role
M-F, 8 a.m.-5 p.m. / Some OT Required

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