

# Business System Analyst

## Job Status

Open - open and accepting applications

## Job Reference Number

2023-018

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**Hourly Salary:** \$ 20.20 - \$22.50 (DOQ)

*\*New employees typically start at the lower end of the pay range*

## Full-time, Non-Exempt Position with benefits

**Office Hours:** Mondays – Fridays, 8:00 a.m. to 5:00 p.m.

**Application Deadline:** Open until filled

## Position Summary

Under general direction from the Finance Director, the candidate will work with both business units, technical staff to improve procedures, processes on new and existing platforms, translate needs to business requirements, assist in documenting workflow procedures, and to design and implement various reports. The employee in this job classification functions at a professional level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the department. Performs related work as directed.

## Requirements and Qualifications

- Associate's Degree in Computer Science, Data Analysis, Accounting, Finance, Business Administration, Economics, or a closely related field; recent and relevant work experience will be considered in addition to or in lieu of educational requirements.
- Three or more years experience serving in an IT or business analysis role supporting the business process functions of an agency, including budgeting, accounting, and purchasing functions.
- Public-sector information systems management experience is a plus.
- Must possess a valid Florida driver's license upon hire and maintain it throughout the length of employment with the Village of Indiantown.

## Application Process

Interested persons should submit a signed employment application located at the bottom of this page to ***[jnorris \[at\] indiantownfl.gov](mailto:jnorris@indiantownfl.gov)***.

*Indiantown Village is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, marital status, family status, or sexual orientation in employment or the provision of services.*

## Supporting Documents

Job Description 238.89 KB

Village of Indiantown Employment Application 850.08 KB

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