

Helping customers with their financial needs and leading the way in innovation and responsiveness is the core of CoreFirst Bank & Trust's ("CoreFirst") mission. This philosophy, the CoreFirst Way, has guided the bank well for nearly sixty (60) years and sets us apart from competitors.

Position Description:	Business Systems Analyst II/III		
Reports To:	Application Specialist Supervisor	Department:	Information Technology
Supervises:	N/A	Classification:	Full-time, Exempt

Hours:	8:00am – 5:00 pm and other hours as needed. Occasional on-call support required with ability to respond within 30 minutes, either via remote access or on-site.		
Location:	Headquarters	3035 SW Topeka Blvd. Topeka, KS 66611	
Role:	Identify and address current and future business needs by working with individuals throughout the business to analyze the performance and needs of the core banking and ancillary applications. Responsible for implementing new applications, enhancing current applications, and developing new solutions.		
Apply:	www.corefirstbank.com/careers		
Essential Functions & Responsibilities:	<ul style="list-style-type: none"> ▪ Provide support for core and ancillary banking applications to ensure the highest quality of service to bank staff, business partners, and customers ▪ Work with application vendors and service providers (e.g., core application, ATM / debit card processor) to resolve technical issues ▪ Work with vendors and business partners to design, test and implement enhancements, and identify ideas for efficiency improvements ▪ Research and maintain new functionality related to the core application ▪ Assist departments with continuous process improvement, using knowledge of our applications to develop streamlined or automated processes ▪ Create and modify custom reports utilizing SQL and Crystal Reports ▪ Create and maintain robotic process automations (RPAs) for routine processes and tasks ▪ Test fixes and new releases; work with vendor to correct defects ▪ Coordinate changes to existing and new applications with other IT teams and through change management process ▪ Utilize the IT project management methodology (Agile/Scrum) to ensure projects are completed on time and within budget ▪ Ability to solve problems independently ▪ Conduct all actions consistent with quality customer service, friendliness and the overall mission of the bank ▪ Perform other duties as assigned <p><i>Please note this description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.</i></p>		
Education:	<ul style="list-style-type: none"> ▪ High school diploma or equivalent required. Degree preferred 		
Experience:	<ul style="list-style-type: none"> ▪ BSA II – 2+ years of experience supporting proprietary and third-party applications ▪ BSA III - 5+ years of experience supporting proprietary and third-party applications ▪ Banking and/or bank software experience, SQL databases 		

Skills & Abilities:	<ul style="list-style-type: none"> ▪ Solutions oriented ▪ Listening, oral and written communication skills ▪ Detail oriented / accuracy ▪ Initiative/self-starter ▪ Proficiency with Microsoft Office Products
Competencies:	Adherence to CoreFirst Values: Respect, Communication, Integrity, Initiative, and Accountability. A secondary focus on internal and external Customers, Compliance, Ethics, Perseverance, and Time Management is also essential.

Physical: Requirements:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.</p> <p>While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, and walk. Some light physical effort required including ability to lift up to fifty (50) pounds.</p>
Travel:	Travel is primarily local during the business day, although some local evening and weekend travel may be expected.
Work Environment:	This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines.
Other:	<ul style="list-style-type: none"> • Applicants must pass a drug screen and background check • Internal applicants must meet the minimum requirements of their current job and submit a cover letter and resume via the employee portal
CoreFirst Employment Practices:	CoreFirst provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CoreFirst Bank & Trust complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

I, _____, acknowledge by my signature below that I have received a copy of my position description.
Print Name

I have read and understand my job duties and responsibilities as **Business Systems Analyst**. I further understand that I am responsible for the satisfactory execution of all the duties described therein, under any and all conditions as described.

I can perform the essential function of this position with or without reasonable accommodations? Yes No

I certify that the information provided above is true and complete, and I understand that if the information provided above is false, it may result in denial of employment or dismissal.

Employee Signature Date HR Representative Signature Date

