

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:	RPA Business Analyst I		
Reports To:	Director of IT	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 implement areas for automation using robotic process automation (RPA).		
🔗 Apply:	www.corefirstbank.com/careers		
Essential Functions & Responsibilities:	<ul style="list-style-type: none"> ▪ Create and maintain robotic process automations (RPAs) for routine processes and tasks ▪ Identify and document best practices for RPA adoption long-term. ▪ Work with vendors and Product Owners to design, test and implement enhancements, and identify ideas for efficiency improvements ▪ The ability to work independently. ▪ Assist departments with continuous process improvement, using knowledge of our applications to develop streamlined or automated processes ▪ Develop a detailed end-to-end understanding of processes targeted for automation and identify the impacted processes and business needs in collaboration with the business Product Owner(s). ▪ Assist in troubleshooting automation issues, provide support for data analysis, and help drive decision-making within the automation team ▪ Work with application vendors and service providers (e.g., automation software, core automation tools, webforms solution) to resolve technical issues ▪ Research and maintain new functionality related to the automation tools ▪ Test fixes and new releases related to automation tools; work with vendor to correct defects ▪ Coordinate changes to existing and new applications with other IT teams and through change management process ▪ 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. Bachelor's degree preferred. 		
Experience:	<ul style="list-style-type: none"> ▪ One (1) year of using RPA software and improving business processes or 2+ years' experience in Information Technology ▪ Banking background preferred 		

