



Business Analyst

Position available at Minnesota Housing Finance Agency

- Position is available to current Minnesota Housing employees who meet the qualifications listed below
- Position is available to both current Minnesota Housing employees and external candidates who meet the qualifications listed below

POSTING DATE: December 11, 2012 **EXPIRATION DATE:** January 2, 2013

DIVISION: Business & Technology Support

SUPERVISOR: Brian Leer

JOB CLASS: Information Technology Specialist 4

EMPLOYMENT CONDITION: 3 year temporary unclassified

Summary of Position

Provide Business Analyst services to Accounting Department by performing and handling support tasks related to its systems. Also provide Business Analyst services internally to the Business & Technology Support (BTS) Department.

Essential Job Duties

- Interfaces with Accounting staff and management on project and support issues.
- Interfaces with BTS staff internally on relevant systems and projects as assigned.
- Performs BA duties on assigned projects including analysis, requirements, test cases, meetings, documentation.
- Becomes expert at Accounting Department systems including systems for servicing Mortgage Loans and managing Mortgage Backed Securities.
- Becomes extensively knowledgeable about Accounting Department functions and processes.
- Performs BTS administrative tasks as assigned.

Minimum Qualifications

- 4 years work experience as an Analyst working on IT-oriented projects and support tasks.
- Technically and functionally knowledgeable in both Accounting and IT.
- Knowledgeable and experienced in systems for servicing Mortgage Loans and managing Mortgage Backed Services.
- Must have demonstrated ability to:
 - Act as a partner between the Accounting Department in resolving functional and technical issues, troubleshooting data or transaction issues, and in reviewing opportunities to leverage new functionality.
 - Drive efficiency and operational improvement through business process definition, system alignment, and optimization of standard business application functionality.

- Identify gaps between the current deployment of applications and future requirements that have evolved due to organizational growth, changes, or strategy. Translate business requirements into system definitions and solutions.
- Lead cross-functional efforts to address business process or systems issues.
- Analyze requests or requirements for application patches or upgrades to determine impact to business and integrated systems.
- Quantify new automation opportunities and initiatives, perform requirements gathering, project development effort estimates, gap analysis, configuration, testing, training and end-user support, according to project methodology.
- Work with business community to document functional test scenarios, test plans, and end-user acceptance testing criteria.

Annual Salary Range

\$52,952-87,383

Benefits

Minnesota Housing is a State of Minnesota agency and provides excellent benefits including 100% employer paid health insurance for employees with very reasonable rates for family coverage, dental insurance, employer-paid life insurance, flexible spending accounts, defined benefit pension plan as well as pre-tax and ROTH retirement accounts, generous vacation & sick leave, exceptional tuition reimbursement program and 11 holidays per year.

To Apply:

Internal candidates: complete step #1

External candidates: complete step #1 & 2.

1. Submit a cover letter and resume indicating current salary to mhfa.resumes@state.mn.us In the subject line, indicate the job title or requisition number of the posting you are applying for.
2. Visit www.careers.state.mn.us and search for requisition 12HFA000034 to upload your resume.

About Minnesota Housing:

Minnesota Housing has a national reputation as one of the finest housing finance agencies in the country and works to provide access to safe, decent and affordable housing.

It offers products and services to help Minnesotans buy and fix up their homes, and supports the development and preservation of affordable rental housing through both financing and long term asset management—all of which help stabilize the lives of some of the State’s most vulnerable citizens and build stronger communities.

For more information about Minnesota Housing go to: <http://www.mnhousing.gov/>

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282-2699 (TTY).