



K-12 Software Business Analyst – HR-Payroll

WSIPC – Reference # 221101

Start Date – As Soon As Possible

Starting Salary Range – \$76,328 - \$84,685

*The salary is dependent on experience and qualifications.

Why WSIPC? At WSIPC We Take Pride in Nurturing a Culture Where...

We are a team – We care about the growth and development of our people and the Cooperative.

We pursue excellence – We are continuously learning, and striving to improve our skills, services and culture.

We are passionate and creative – We are inspired by our Cooperative members to innovate and develop solutions that best fit their needs.

We are accountable and supportive – We take responsibility for our decisions and collaborate to ensure the best outcomes.

We communicate honestly – We work in a transparent, open, and trust-based environment.

We have serious fun – We take the time to enjoy ourselves, because hard work and innovation are fueled by a good work-life balance and a lot of personality.

We serve our community and we are our community – We are part of the community we serve and we are invested in its success.

About the Position

WSIPC Product Support & Services is passionate about service. Our client's success is our focus. While there is uniqueness to each of the three support teams, the goal of the department remains the same, which is to serve and support our clients while meeting WSIPC's Vision - to be the exception in service.

WSIPC is seeking a support and training development professional who is passionate about serving others. In this position, the candidate will be working primarily with WSIPC's suite of HR-Payroll applications.

A successful candidate for this position is team-oriented and self-motivated, has superior attention to detail, as well as excellent communication, technical, training, problem solving, and analytical skills. The candidate should also meet or exceed the qualifications listed below.

Ideal Candidate Qualifications

- Superb ability to research, investigate, analyze, reconcile, and evaluate data.
- Is inquisitive, resourceful, a critical thinker and detail oriented.
- Excellent interpersonal skills: persuasive, encouraging, and diplomatic with conflict resolution skills
- Must be able to develop and deliver quality, professional training courses in a variety of formats to a variety of audiences
- Ability to clearly articulate ideas and processes to both technical and non-technical audiences
- Ability to effectively prioritize and execute tasks in a high pressure, deadline driven environment
- Familiarity with performance under service level agreements and expectations surrounding critical issue resolution
- While familiarization with K-12 HR-Payroll operations is a benefit, a customer service focused mindset is a paramount trait in caring for our customers.
- College diploma or university degree in an appropriate discipline and/or equivalent work experience
- Ability to travel in or out-of-state; some overnight travel required

Employment Benefits

This is a full-time position. WSIPC provides a comprehensive benefits package including but not limited to thirteen holidays, medical, dental, vision, paid vacation and paid sick leave. We currently have a hybrid work model. Visit www.wsipc.org for a full list of benefit offerings.

Apply Now!

What a great place to work! Apply by submitting your resume to wsipcrestumes@wsipc.org
WSIPC is an EOE.