



W S I P C

K-12 Software Business Analyst – HR-Payroll

Reference # 20240102

Resume review will begin on January 18, 2024

Starting Salary Range \$72,000 – \$88,000

The salary is dependent on experience and qualifications.

Candidate must reside in Washington State or be willing to relocate to Washington State.

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. The Product Support & Services team is comprised of open-minded leaders who welcome everyone's ideas and suggestions, fostering innovation and prioritizing change. We are good listeners, reliable, open to feedback, strive for continued development, and value opportunities to build workplace relationships.

WSIPC is seeking an individual who is passionate about serving others. The HR-Payroll K-12 Software Business Analyst's primary role is to support our cooperative in their use of Skyward's software suite of HR-Payroll applications. Support is provided through software issue management, training & education, and data migration. Travel in or out-of-state and some overnight travel is required.

A successful candidate for this position embodies a growth mindset and a spirit of curiosity. When seeking to hire new members of the Product Support and Services Department, we strive to find candidates that possess these traits: collaborative and self-motivated, has superior attention to detail, as well as excellent communication, technical, training, problem solving, and analytical skills. The candidate should have experience with the Skyward ERP products and should exemplify the traits and qualifications listed below.

Ideal Candidate Traits and Qualifications

- A service mindset is a paramount trait in caring for our customers and each other.
- Superb analytical ability: research, investigate, analyze, reconcile, and evaluate data.
- A self-starter who is: inquisitive, resourceful, a critical thinker and detail oriented.
- Technologically savvy: skilled in software troubleshooting, embraces new technology, has software and

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hardware fluency.

- Excellent interpersonal skills: active listening, situational awareness, engaged, accountable, persuasive, encouraging, and diplomatic with conflict resolution skills.
- Ability to clearly articulate ideas and processes to both technical and non-technical audiences
- Adaptable to changing priorities and needs.
- Ability to effectively manage, prioritize and execute tasks in a high pressure, deadline driven environment.
- Ability to develop and deliver quality, professional training courses in a variety of formats to a variety of audiences.
- Familiarity with performance under service level agreements and expectations surrounding critical issue resolution.
- Familiarity with K-12 HR-Payroll operations.
- Data migration experience in the Skyward software platform.
- College diploma or university degree in an appropriate discipline and/or equivalent work experience.

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 ranging from 12-22 days per year and up to 8 hours of paid sick leave per month. We are a part of DRS for a pension program. Visit www.wsipc.org for a full list of benefit offerings.

Apply Now!

What a great place to work! Apply now by emailing your resume to employment@wsipc.org.

Willing to relocate to the State of Washington? Candidate must reside in Washington State.

WSIPC is an EOE.