



K-12 Software Business Analyst – HR-Payroll

Reference # 20261001

Resume review will begin on October 7, 2026

Starting Salary Range \$91,209 – 104,383

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 our 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 and Services department is built on a culture of collaboration, where team members are empowered to share their insights, offer suggestions, and actively contribute to the success of the cooperative and its customers. We are good listeners, reliable, open to feedback, strive for continued development, and value opportunities to build workplace relationships.

About the Position

WSIPC is seeking a team-oriented professional who is passionate about serving others in K-12 education technology by providing product and migration support, guidance and training. 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. Applicants must have strong analytic focus, be self-motivated, and meet or exceed the qualifications below.

Ideal Candidate Qualifications

- Familiarity with K-12 HR-Payroll operations and general knowledge of state and Federal laws and regulations.
- 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 to solve problems.
- A self-starter who is: inquisitive, resourceful, a critical thinker and detail oriented.
- Technologically savvy: skilled in software troubleshooting, embracing new technology, software and hardware fluency.
- Excellent interpersonal skills: active listening, situational awareness, engaged, accountable, persuasive, encouraging, and diplomatic with conflict resolution skills.

Inspired by education. Empowered by technology.™



W S I P C

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- Ability to clearly articulate ideas and processes to both technical and non-technical audiences
- Design develop and deliver training to diverse audiences through a variety of formats including both in person and virtual presentations for individuals, small groups and large audiences.
- Adaptable to changing priorities and needs.
- Ability to effectively manage, prioritize and execute tasks in a high pressure, deadline-driven environment.
- Ability to create, develop and deliver quality presentations and to clearly articulate ideas and concepts to a variety of technical and non-technical audiences in a variety of settings.
- Familiarity with performance under service level agreements and expectations surrounding critical issue resolution.
- Data migration experience in the Skyward software platform.
- College diploma or university degree in an appropriate discipline preferred, or equivalent work experience in lieu of degree.
- Ability to travel occasionally in or out-of-state, some overnight travel.

Employment Benefits

This is a full-time 260 day 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 part of DRS for a pension program. We have a hybrid work model; occasionally travel will be required for this job. Visit www.wsipc.org for a full list of benefit offerings.

Apply Now!

What a great place to work! Apply now by submitting your resume to employment@wsipc.org
Willing to relocate to the State of Washington? Candidate must reside in Washington State.

WSIPC is an Equal Opportunity Employer and is committed to fostering a diverse, inclusive, and welcoming workplace.