



Job Title: Systems Data Analyst
Department: Information Technology
Classification: Exempt
Reports To: CISO/Core Administrator

JOB SUMMARY

The Systems Data Analyst is responsible for analyzing, maintaining, and organizing bank data from multiple banking applications to create actionable insights, identify trends and support strategic decisions. This position is responsible for bridging the gap between raw data and strategic initiatives, ensuring data integrity while translating findings into clear presentations for stakeholders to drive growth and improve processes.

CORE VALUES

- **Customer Experience**– Be a trusted advisor while providing exceptional customer service in a welcoming environment.
 - **Continued Growth** – Continually evolve with technology and our customers' needs.
 - **Collaboration** – Success built through teamwork, where each person contributes their strengths and works diligently to achieve a collective goal.
 - **Community** – Make an impact, strive for improvement, and be involved.
 - **Hard Working** – Be enthusiastic, energetic, and tenacious while maintaining a harmonious balance between work and personal lives.
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ESSENTIAL FUNCTIONS:

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

- Work with Core Administrators and IT to understand processes, identify system requirements, and document functional specifications.
- Analyze data in bank core system and other ancillary programs to provide information in the form of reports or dashboards to improve systems, processes, and enhance strategic plans.
- Collaborate with core administrators, bank teams, and technology teams to ensure alignment between data outputs and business needs.
- Evaluate existing systems, propose enhancements, and design solutions to improve efficiency and compliance.
- Collect, clean, and validate large financial datasets from internal core banking systems to develop improvement and growth opportunities for the bank.
- Translate complex data finding into concise presentations and reports for leadership and cross-functional teams.



- Ensure compliance with banking regulations, data governance standards, and internal audit requirements in all analytical processes.
 - Maintain documentation of systems, processes, and changes for audit and compliance purposes.
 - Develop test plans, perform system testing, and validate functionality before production rollout.
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EDUCATION, QUALIFICATIONS & TRAINING:

- Bachelor's degree in Computer Science, Information Systems, or related field.
 - 3-5 years of experience in systems analysis, preferably in banking or financial services
 - Strong analytical thinking, communication, and problem-solving skills.
 - Ability to translate technical data outputs into insights understandable by non-technical stakeholders
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PERFORMANCE EXPECTATIONS:

- Excellent analytical skills, including comfort working with large data sets and proactively identifying relevant analyses and takeaways
 - Strong attention to detail, time management and organizational skills as well as verbal and written communication skills.
 - Ability to multi-task.
 - Must be discreet and trustworthy to hold confidential information.
 - Team participant in company functions and community support.
 - Strong work ethic.
 - Effective organizational and time management skills.
 - Work cooperatively with and maintain effective communication and working relationship with customers, co-workers, and manager.
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TOOLS & EQUIPMENT

- Must be able to navigate and efficiently operate standard office equipment such as computers.
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WORKING CONDITIONS & SPECIAL REQUIREMENTS

1. Must be able to lift, push, or pull between 25-50 lbs.
2. Must be able to stand for indeterminate amounts of time while assisting customers.
3. Work is mainly performed under general office conditions in a retail-banking establishment.
4. Willing and able to work required overtime and travel, as necessary.



5. Must be flexible and demonstrate the ability to adapt to new job locations and reassignments as directed.
6. While working with customers, the employee may encounter abusive, aggressive, or unpredictable behavior.
7. Must observe safety and security policies and procedures at the branch.