

HRIS Analyst

Bravo LT needs you to be a part of our highly motivated group of technology experts. We share a passion for technology and the community we serve, and we are committed to building long-lasting, productive relationships. We focus on giving back to the community, positively impacting society, and providing quality solutions that work. We believe in Autonomy, Mastery and Purpose and in trusting people to do the right thing - and we think Bravo LT is a pretty great place to be a part of.

As the HRIS Analyst your job will be to support the Human Resources department from an HRIS perspective by completing administrator functions for payroll and timekeeping systems, leading and implementing software upgrades, troubleshooting and problem-solving system errors and coaching Human Resource personnel on software concerns.

Responsibilities

- Oversee HR related systems including maintenance, integration and problem resolution
- Write, test, maintain and support reports and data analytics to user specification
- Answer technical questions for users
- Troubleshoot and coordinate technical support to resolve issues while interfacing with ADP support staff
- Make improvement recommendations and support continuous improvement initiatives
- Auditing data contained in HR systems to ensure data integrity and accuracy
- Manage security for HR related systems
- Coordinate file transfers between internal resources and/or external vendors
- Facilitation of surveys, benchmarking and research
- Train new system users
- Create and maintain process documents for various, reoccurring processes

Basic Qualifications

- Advance level of computer knowledge and experience
- Experience with ADP applications including payroll, benefits administration, time and labor management, learning management, and reporting strongly preferred
- Good project management skills
- Detail oriented and ability to manage multiple projects simultaneously
- Good problem resolution and analytical skills
- Good customer service skills

Education

- Associates Degree in Computer Information Systems or related discipline
- 3+ years of experience in Computer Information Systems, particularly supporting the Human Resources function
- Equivalent combination of education and experience