



Systems Analyst

PENSION FUND OF THE CHRISTIAN CHURCH

Join our Team to Ensure the Growth of \$3.89 Billion in Assets and serve our 14,000+ Members who Serve Others

Pension Fund of the Christian Church is seeking a mission-minded team member to join our Information and Technology team as a **Systems Analyst** Reporting to the **Senior Vice President of Information and Technology**. The Systems Analyst is responsible for cultivating a culture of excellence as it has been envisioned by Pension Fund's President and Chief Executive Officer. This culture of excellence begins with modeling and maintaining a positive attitude and willingness to consistently exceed expectations while interacting with all members, stakeholders and staff. The Systems Analyst will ensure solution quality through structured and repeatable testing and provide support to ensure efficient daily operation of the organization's major business systems.

BACKGROUND

Pension Fund currently has assets in excess of \$3.89 Billion. In service to our members, Pension Fund partners with employers to: Offer financially secure retirement savings options and education for pastors and lay employees of the Stone-Campbell (Restoration) Movement, including financial support of surviving family members and provisions for those who become disabled; Invest and prudently manage the resources of our members - maximizing returns, minimizing costs and assuming the burden of market risk; Engage members with compassionate care and personalized attention; Steward the assets and programs of Ministerial Relief and Assistance; and Utilize current and compliant processes.

Our products include a defined benefit Pension Plan with death and disability benefits; a Tax-Deferred Retirement Account 403(b)/Roth 403(b) (TDRA 403(b)/Roth 403(b)); Roth IRA; Traditional IRA; 457(b); and Benefit Accumulation Account (BAA) (a high-yield savings account). We are one of more than 70 IRS approved non-bank trustees in the US.

Pension Fund members are part of the Stone-Campbell (Restoration) Movement, including but not limited to the Christian Church (Disciples of Christ), Christian Churches and Churches of Christ, Church of Christ / Disciples of Christ International, and Churches of Christ (acapella) in the United States. We operate a Retirement Contribution Account (RCA) plan in Canada and a Pension Plan and the Tax-Deferred Retirement Account 403(b) in Puerto Rico.

Essential Functions:

- Coordinates with staff to identify system problems; assesses severity and prioritizes responses, with a progression toward leading cross-functional resolution efforts.
- Performs system and regression testing and collaborates with programmers to resolve defects, issues, and root causes
- Identifies repeatable, high-risk, or high-value business processes suitable for automated testing and partners with technical delivery teams to define test scenarios, expected outcomes, and test data requirements
- Works with users to identify system requirements; develops processing procedures and system modifications to meet these specifications, ensuring requirements and acceptance criteria are clear, testable, and traceable to validation scenarios
- Analyzes, designs, integrates, and implements solutions across multiple applications in a domain, to include work processes, modifications, interfaces, and reports
- Proactively identify, assesses, and mitigate project risks and blockers
- Works with software vendors, partners, and internal developers for upgrades, enhancements, fixes, troubleshooting, and validation of changes prior to release
- Develops and documents system procedures, policies, and operations runbook
- Drives continuous improvement and implements, with the technical delivery team, repeatable and sustainable processes, including improvements to testing efficiency, regression coverage, and release confidence
- Guides others to leverage technology strategies to iterate prototypes and implement high-value solutions with business and technology partners
- Drives solution options and business partner decision-making to minimize the amount of project investment divergence from target outcomes
- Considers business outcomes, quality, and risk when evaluating solution options and delivery approaches.
- Ensures testing results, defects, and validation evidence are clearly documented and traceable
- Support release readiness and also own activities including smoke testing, UAT coordination, and go-live validation.
- Implements enterprise or industry-specific best practices or lessons learned that impact the organization
- Drafts informational materials and graphics to explain systems to managers and users
- Performs other related duties as assigned

Competencies:

- Excellent and influential collaboration and communication skills.
- Ability to develop trusting relationships.
- Ability to elicit technical and functional requirements to create visual representations of business processes.
- Strong experience identifying, writing, and prioritizing business requirements.

Supervisory Responsibilities:

- None at this time

Work Environment:

This position requires an independent and creative self-starter with great attention to detail. The work environment requires self-management and must be conducive to productivity with timely responses to employees and supervisors.

Physical Demands:

This is a remote position requiring minimal lifting or carrying. The ideal candidate must be able to complete all physical requirements of the job with or without reasonable accommodation.

Position Type/Expected Hours:

This fully remote position is full-time and requires a minimum of 37.5 hours per week starting no later than 9:00 AM EST.

Travel:

Occasional travel required for support of major events and on-site production.

Required Education/Experience:

- Experience with, or a keen desire to, learn and understand Defined Benefit and Contribution financial products.
- Good understanding of Agile methodologies.
- Familiarity with test automation concepts (e.g., regression testing, repeatability, test data management) is a strong plus.
- Solid experience utilizing MS Office (e.g., Word, PowerPoint, Access, Visio & Teams).
- Experience with Salesforce CRM, Experiences and Marketing Cloud.
- SQL and Data analysis experience.
- Experience using work-management and documentation tools (e.g., Jira, Confluence, Lucidchart, or similar) to support requirements, testing, and delivery.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with a proven ability to collaborate with a team.
- Excellent analytical and problem-solving skills.
- Extensive knowledge of computer systems and programming.
- Excellent organizational skills and attention to detail.
- Proficient with or able to quickly learn systems and software used by the organization .
- Related college degree preferred.

Salary & Benefits

- Competitive pay based on experience.
- 14% of salary contributed to the pension plan.
- Full family coverage for health, vision, and dental.
- Two times annual salary in our group term life policy.
- Full vacation benefits.

- A matching tax deferred retirement account.
- Educational assistance up to the maximum allowed by the IRS as nontaxable income.
- A family-oriented remote environment with flexible work schedules.

Interested applicants should apply at [here](#).

Candidates will be reviewed on a rolling basis, and applications will remain open until the position is filled.

Pension Fund does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, handicap, age, sexual orientation, status as a parent, or any other characteristic protected by law.