



Position Announcement 2/27/19

Equal Employment Opportunity Statement:

It is the policy of MVB Financial Corp. (MVB) to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. MVB prohibits any such discrimination or harassment.

Position: IT Business Analyst
Job Grade: 15E
Location: Bridgeport/Morgantown
Reports to: Director of IT
Hours: TBD – 40 hrs/week M-F
Posting Closes: 3/27/19

Please email resume and letter of interest to: MVBHR@mvpbanking.com

Primary Purpose:

Directly responsible for all technology systems and solutions for specified line(s) of business(es) including, but not limited to, discovery, implementation, testing, and ongoing escalated support

I) DUTIES AND RESPONSIBILITIES

- Determines operational objectives by studying business functions; gathering information; evaluating output requirements and formats.
- Designs new technology solutions by analyzing requirements; constructing workflow charts and diagrams; studying system capabilities; writing specifications.
- Designs and diagrams high level architecture specific to line of business
- Improves current systems and solutions by studying practices; designing modifications.
- Recommends controls by identifying problems; writing improved procedures.
- Monitors project progress by tracking activity; resolving problems; publishing progress reports; recommending actions.
- Leads implementation and technology decisioning around approved projects and products within specified line of business.
- Maintains system protocols by writing and updating procedures.
- Provides references for users by writing and maintaining user documentation; providing help desk support with support procedures for line of business systems; training Application Owners.
- Maintains user confidence and protects operations by keeping information confidential.
- Prepares technical reports by collecting, analyzing, and summarizing information and trends.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related tasks to the above as needed.

II) EDUCATION AND WORK EXPERIENCE

- Degree in a technology field, business, or equivalent work or education related experience.
- 2 years of experience in information technology with at least 2 years in a manager role.
- Proficiency in Software Design, SDLC, Software Requirements, Teamwork, Software Maintenance, Written/Verbal Communication, Process Improvement, Data Analysis, Quality Assurance, Product Implementation, Change Management.
- Proficiency in IT banking systems such as Jack Henry and Encompass preferred but not required.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.