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# Example of Information Systems Analyst Job Description

Our growing company is looking to fill the role of information systems analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for information systems analyst

* Define inbound and outbound interface requirements and test interface changes
* Support application upgrade process, when necessary
* Work with the functional teams to develop specifications for Kronos configuration changes and coordinate testing of the development of new functionality within the Kronos application and integration with other systems
* Respond to system questions from Payroll Managers timely
* Acts as Kronos Security Administrator
* Assist with ADP upgrades, define requirements and coordinate testing
* Provides whole-company Payroll reporting to meet Corporate information requirements
* Update changes to earnings/deductions/accumulators, as needed
* Update payroll tables, as needed, in ADP Enterprise (EV5)
* Provides systems guidance to Payroll Managers

## Qualifications for information systems analyst

* Proficiency in MS Word and Excel, and handling PC's and Mainframe database issues
* Proficient skills in analysis, documentation, and presentation tools required
* This position will require periodic travel throughout California
* Must be proficient with SQL
* Basic knowledge of Oracle
* Experience with Microsoft products (SSRS, SSIS) is preferred