

DATA CONVERSION ANALYST – FORT WAYNE, IN

Bradford-Scott Data Corporation offers a complete benefits package, including competitive salary and 401K. Please send resume and salary requirements to the attention of Courtney Bowlin at cbowlin@bradfordscott.com or fax at 260-625-6248.

Job Description

A Data Conversion Analyst will be assigned to multiple concurrent new core processor conversions. They will utilize their background and experience to assist data conversion and migration projects. Responsibilities include client facing activities, including day-to-day conversion activities, utilizing analytical skills and best practice data conversion methodologies to drive successful migration to a new core processor system.

Assignment

Analyst will assist the client with a broad range of data conversion duties:

- Work closely with Credit Union staff, third party vendors and internal resource groups
- Understand conversion issues and practical issues faced in the implementation of a new core system
- Data conversion activities, including data reconciliation, document management, data mapping, data cleansing, quality control and validation.

Soft skills

Conversion analysts are expected to bring the following skills to client engagements:

- Good analytical skills to support conversion judgments
- Confidence to constructively engage others on conversion methods
- Strong quantitative skills, knowledge of Excel, and strong process skills, and some experience using document management tools
- Confidence to operate with credibility at all levels of client organizations
- Fresh-thinking, innovative and creative insights and approaches to solving problems, and ability to establish measurable goals and milestones and set time frames and priorities to gets things done
- Motivated positive individuals that can work autonomously in a team environment
- Handle multiple job duties in a fast paced non repetitive work environment

Requirements

Successful candidates will need to have the following:

- 2+ years, credit union, banking, accounting or similar work history in the financial services industry
- Preferred Associates degree or higher in Business or Computer Science
- Ability to perform overnight travel up to 1 week increments, as sales demand requires
- Ability to Train staff both at the corporate and customer level

Travel

Business travel required