IT Applications Analyst - ERP Job

Employer Name:

SpiderID: 12513909

Location: Billings, Montana

Date Posted: 5/10/2022

Wage: Negotiable

Category: Information Technology

Job Code: req3590

You'll want to join Billings Clinic for our outstanding quality of care, exciting environment, interesting cases from a vast geography, advanced technology and educational opportunities. We are in the top 1% of hospitals internationally for receiving Magnet® Recognition consecutively since 2006.  
  
And you'll want to stay at Billings Clinic for the amazing teamwork, caring atmosphere, and a culture that values kindness, safety and courage. This is an incredible place to learn and grow. Billings, Montana, is a friendly, college community in the Rocky Mountains with great schools and abundant family activities. Amazing outdoor recreation is just minutes from home. Four seasons of sunshine!  
  
   
  
 You can make a difference here.  
  
About Us  
  
 Billings Clinic is a community-owned, not-for-profit, Physician-led health system based in Billings with more than 4,700 employees, including over 550 physicians and non-physician providers. Our integrated organization consists of a multi-specialty group practice and a 304-bed hospital. Learn more about Billings Clinic (our organization, history, mission, leadership and regional locations) and how we are recognized nationally for our exceptional quality.  
  
   
  
 Your Benefits  
  
 We provide a comprehensive and competitive benefits package to all full-time employees (minimum of 24 hours/week), including Medical, Dental, Vision, 403(b) Retirement Plan with employer matching, Defined Contribution Pension Plan, Paid Time Off, employee wellness program, and much more. Click here for more information or download the Employee Benefits Guide.  
  
Magnet: Commitment to Nursing Excellence  
  
 Billings Clinic is proud to be recognized for nursing excellence as a Magnet®-designated organization, joining only 97 other organizations worldwide that have achieved this honor four times. The re-designation process happens every four years.Click here to learn more!  
  
Pre-Employment Requirements  
  
 All new employees must complete several pre-employment requirements prior to starting.Click here to learn more!  
  
IT Applications Analyst - ERP  
  
 PMO / OPERATIONS - 8732 (BILLINGS CLINIC N 27TH ST BUILDING)  
  
 req3590  
  
   
  
 Shift:Day  
  
 Employment Status: Full-Time (.75 or greater)  
  
 Hours per Pay Period:1.00 = 80 hours (Exempt)  
  
 Starting Wage DOE: $56,076 - $84,094  
  
This position serves as the primary technology resource for clinical, financial and/or 3rd party information systems within Billings ERP. Responsibilities include planning and design of business solutions and resources needed to meet business goals/objectives, facilitate the integration of data, information, knowledge and/or systems to support improved productivity, efficiency, decision making, and/or quality outcomes for all clinical, financial or 3rd party roles within Billings Clinic and its regional partners. Position is responsible for implementing and operational support of system configurations, analyzing data, information and information system requirements. Provides technical expertise as a consultant to the user community for Billings Clinic and its regional partners. Responsible for on-going training and education of all user personnel within assigned support areas.  
  
Essential Job Functions  
  
Supports and models behaviors consistent with Billings Clinic's mission, vision, values, code of business conduct and service expectations. Meets all mandatory organizational and departmental requirements. Maintains competency in all organizational, departmental and outside agency standards as it relates to the environment, employee, patient safety or job performance.  
  
 \* Provides day to day operational support for assigned systems. Participates in supported system implementations for Billings Clinic and its regional partners  
  
 \* Acts as a liaison and expert with the end-user community, and software vendors to identify problems and concerns regarding the overall performance and/or effectiveness of the technologies and workflows that impact supported users. Researches, analyzes, and provides recommendations for corrective action to resolve problems with the internal functionality of the system and/or integration of information between systems. Collaborates with the technical resources and/or software vendor with recommendations for system enhancements, detailed information regarding technical or functionality problems and assists with implementation of recommended fixes.  
  
 \* Utilizes lifelong learning skills to maintain current knowledge of trends and developments related to specific role and/or area of expertise as it relates to information management systems and the assigned department, business unit and/or organization. Identifies and seeks out growth opportunities and shares knowledge with colleagues.  
  
 \* Project management skills with ability to participate in projects and teams.  
  
 \* Analytical and decision making skills  
  
 \* Creative problem solving skills  
  
 \* Demonstrate a capacity to quickly learn subject and technical matter for assigned applications during implementation, maintenance and updates on supported systems.  
  
 \* Provide front line application support for Billings Clinic and Regional end-users.  
  
 \* Provide a bridge role between IT and the user community, communicating and translating between different perspectives or views about operations using different vocabulary to match those views.  
  
 \* Build and maintain relationships with end-user staff to better understand their objectives, needs and expectations.  
  
 \* Understand and document operational support and assist with workflow documentation to ensure systems perform as expected.  
  
 \* Participates in cross-functional teams and projects to ensure integration of new business initiatives within processes and systems.  
  
 \* Execute test scripts and test plans  
  
 \* Develops and conducts user training in applications either 1:1 or in a group setting  
  
 \* Work with external vendors and internal staff/teams within Billings Clinic to troubleshoot system issues, ensure system security, stability, reliability and flexibility to meet business needs.  
  
 \* Participate in on-call rotation  
  
 \* Up to 25% travel for regional projects and support  
  
 \* Provide front line application support for Billings Clinic and Regional end-users.  
  
Minimum Qualifications  
  
 Education  
  
4 year Bachelor's Degree in related field  
  
Experience  
  
Bachelor's degree and/or equivalent work experience (2-9 years). An equivalent combination of education and experience related to the identified tasks, knowledge, skills and abilities will be considered  
  
 \* Healthcare systems experience including Lawson, Payroll and Benefits related systems preferred  
  
Certifications and Licenses  
  
Current state driver's license and the ability to be insured to operate Billings Clinic vehicles  
  
 \* Responsible for providing home internet access and cell phone  
  
 Billings Clinic is Montana's largest health system serving Montana, Wyoming and the western Dakotas. A not-for-profit organization led by a physician CEO, the health system is governed by a board of community members, nurses and physicians. Billings Clinic includes an integrated multi-specialty group practice, tertiary care hospital and trauma center, based in Billings, Montana. Learn more at www.billingsclinic.com/aboutus  
  
Billings Clinic is committed to the principles of Equal Employment Opportunity. All policies and processes are designed toward achieving fair and equitable treatment of all employees and job applicants. Employees are encouraged to discuss any concerns they have in this regard with their immediate supervisor and/or the Vice President People Resources. All employees and job applicants will be provided the same treatment in all aspects of the employment relationship, regardless of race, color, creed, religion, national origin, gender, gender identity, sexual orientation, age, marital status, genetic information or disability.

Start Date:   
  
  
Position Type: Full-Time Permanent  
  
  
Years of Experience Required:   
  
  
Education Required:   
  
  
Overnight Travel:   
  
  
Vacation Time:

Contact Name: Billings Clinic

Company: Billings Clinic