

Open Position:

Financial Back Office Business Analyst



Position Overview

Baldwin Hackett & Meeks, Inc. (BHMI) is looking for an experienced **Financial Back Office Business Analyst** to work primarily in the Concourse Financial Software Suite product group. The Concourse Financial Software Suite™ consists of a family of highly configurable, robust, rules-based applications that manage the back office operations of electronic payment processors, including banks, merchants, financial networks, and other processors of financial transactions. Concourse delivers mission critical solutions for the electronic funds transfer (EFT) industry in the areas of settlement, clearing, disputes, reconciliation, and fees assessment.

Professional Skills

The individual selected for this position will participate in product design and engineering that may also include custom extensions requested by Concourse customers. This position works directly with the appropriate Concourse product or custom project personnel to analyze business requirements and translate those requirements into creative, efficient software designs for developers to implement. The overall objective is to ensure that quality software is delivered to BHMI customers.

This position needs a talented, motivated, and self-directed team player who can work effectively in a team environment and who has the following skills:

- Strong problem solving and analytical skills
- Good communication (written and oral) and interpersonal skills
- Ability and interest in learning new skills
- Ability to derive creative and efficient solutions
- Strong customer service skills

The candidate will need a minimum of five years of experience in back office processing for electronic payment transactions and possession of at least two of the following types of experience:

- Experience in back office processing of electronic payment transactions, with an emphasis on payments initiated via debit or credit cards
- Familiarity with financial system balancing that can accommodate differences in regional or national network business days
- Experience managing regulations and mandates for card associations such as Visa, MasterCard, American Express, and Discover
- Experience with settlement outputs, e.g., ACH, SWIFT, and wire transfer
- Comprehensive knowledge of clearing and settlement formats and processing

Although not required, a complementary BA or BS degree would be desirable.

If You . . .

- Have the desire to create innovative, creative, and efficient solutions for contemporary, complex financial software products
- Want to leverage your experience and knowledge of financial software systems
- Want to be a key team member on the Concourse Financial Software Suite product team
- Want to collaborate with team members that have years of successful implementation experience
- Are interested in business analysis, user interfaces, reports, database design, UML modeling, and determining processing rules and requirements
- Want your own office (not a cube)

Take a look at BHMI and apply today at
<http://www.bhmi.com/onlineapp/>



Baldwin Hackett & Meeks, Inc.

Your Business. Your Software. Your Way.