

## IT Business Partner (SQL Programmer)

LIIF is a leading national nonprofit community development financial institution (CDFI) with managed and available capital of approximately \$1 billion. With headquarters in San Francisco and offices in New York City, Washington D.C., Los Angeles and Atlanta, LIIF's community investments target the nation's most in need communities. LIIF builds healthy communities by bridging the gap between private capital markets and low-income neighborhoods to support affordable housing, healthcare, childcare, education and other community initiatives.

### POSITION SUMMARY

LIIF's New York Office is currently in search of an IT Business Partner (SQL Programmer) (ITBP). This is a great opportunity to join a highly successful, mission driven organization. We are looking for a seasoned SQL programmer with solid experience in SQL data conversions and strong data integrity background. The ideal candidate will be able to learn systems quickly and be able to work closely with a wide variety of stakeholders.

You'll be responsible for monitoring a wide array of technical functions in the office including, but not limited to, serving as the strategic interface within the assigned functional area, application support and support of some office technology including managing inter-office teleconferences, phone system user changes, IT administrative support, solution discovery, relationship management, and correspondence with IT vendors and specialized employee software & technology training. The ITBP serves as the business relationship link between business units and IT.

The ITBP proactively serves as a "trusted advisor," and is the primary IT point of contact to individual Departments. They operate as the key business contact representing IT in promoting IT services and capabilities. The ITBP provides support in delivering technology products that meet the needs of the business. The ITBP focuses on strategic initiatives and planning activities for their business area. They strive to understand market challenges, including customer priorities and competitive issues. ITBPs are proactive and anticipatory in their thinking. They are, by nature, driven and provide significant value to business units. ITBP's facilitate the intake process and assist in the high level planning and execution of business initiatives through the use of technology. They serve a lead role in enabling the business to achieve their objectives through the effective use of technology.

### REPORTING RELATIONSHIPS

This position reports to the Head of IT.

### ESSENTIAL FUNCTIONS

#### SQL Programming:

- Support the Excel file onboarding to the loan servicing system, Precision LM.
- Maintain and troubleshoot loan servicing system, Precision LM, including managing the system upgrade (every year)

- Support Precision LM users troubleshooting data and workflow issues and occasional fixes in database
- Removal of remaining custom code in Precision LM as warranted
- Maintain, troubleshoot, and create new reports in Excel, Crystal, and SQL-based reports. Excel reports call stored procedures
- Manage data transfers between Salesforce and Precision LM/SQL Server using a 3rd party tool called Jitterbit.
- Create/Modify LMS reports (Excel/Crystal/SQL based) as needed by the business.
- Create/Maintain data quality edits for Precision LM and a loan origination system, nCino, which sits on the Force.com platform.

#### Other Essential Functions:

- Analyze business processes in required areas of the organization and create requirements documents that are necessary to communicate requirements effectively to the business users and technical IT staff.
- Define and document business rules and policies for data consistency.
- Manage and maintain the enterprise data architecture, including maintenance of the corporate “data dictionary” and other documentation related to business/systems policy and procedures.

#### IT Operations Support:

- Assist in managing general office technology such as teleconference system, phone system user moves, adds and changes across the various offices.
- Manage the company intranet and engage departments in creating/maintaining their sites.
- Develop and implement employee training for various applications and office technologies.
- Help with IT administrative functions.
- Act as the key liaison across all functional areas, including business units, the IT department, and outside vendors.
- IT Vendor Management relating to invoice processing, vendor help tickets, and annual vendor agreements.
- Collaborate with management to develop annual budgets for respective business areas.
- Perform other IT tasks as requested by the Head of IT.

#### OTHER FUNCTIONS

Other duties as assigned.

#### Required Skills:

- Strong customer service orientation.
- Ability to maintain confidentiality.
- Five years’ experience SQL Server Programming (primarily T-SQL)
- Experience creating and editing Crystal Reports.

- Excel VBA coding for Reports is desired, can be trained on existing reports.
- Experience with Jitterbit is desired, though this can be trained.
- Salesforce familiarity with reading Object configurations is desired.
- Business Analysis skills are desired.
- Familiarity with SS&C's Precision LM is desired.
- You should have excellent communication, collaboration, and customer service skills
- Excellent project management skills with ability to juggle multiple projects/tasks across various user groups while remaining detail focused.
- Ability to identify and research various solutions to a given problem.
- Must be able to think independently and provide sound judgement regarding user requests.
- Strong oral and written communication skills.
- Excellent teamwork skills– you'll be collaborating directly with several key stakeholders and many different teams.
- Experience in researching and documenting possible solutions to business needs and clearly explain trade-offs and potential return on investment for different options.
- Ability to take initiative and learn on your own.
- Skill in conducting research to solve problems

Required Education:

- Bachelor's Degree (BA or BS)

LIF offers great health care plans and well as other highly competitive benefits; you can read about them on [our website](#). This position is eligible for our yearly bonus plan.