



**Job Title:** Elections Business Analyst

**Fair Labor Standard Act Status:** Exempt

**Elections Business Analyst:**

The Elections Business Analyst will be a key stakeholder on the Runbeck Election Management Systems (EMS) Team that develops software solutions for election officials in the United States. They will report to the EMS Senior Product Owner and will work closely with other EMS Team members.

**Responsibilities:**

- Use business process maps and other tools to document and analyze election business processes
- Utilize workflow charts and diagrams to envision election software solutions
- Write departmental and system documentation, policies, procedures, forms and templates
- Track and analyze statutes, regulations, and legislation to determine impacts on election processes
- Conduct financial, product, market and operational research activities
- Develop spreadsheets, business analyses and reports about elections business and software solutions
- Prepare training materials, conducting training and assist in implementing software solutions
- Collaborate with customers and EMS Team members to create user stories and acceptance criteria
- Work with the quality assurance team to ensure that solutions meet acceptance criteria

**Knowledge and Skills:**

- Extensive knowledge of state and county election office business processes
- Familiarity with writing software requirements and user stories
- Excellent verbal and written communication skills
- Proficient skills in using Microsoft Office tools (Word, Excel, Visio and PowerPoint)
- Strong analytical and critical thinking skills
- Ability to build relationships with stakeholders and team members
- Willingness to work independently with a geographically dispersed teams and communicate using virtual communication tools (phone, conferencing, online meetings)

**Location:**

- Preferably Phoenix, AZ, Home Office. Open to discuss with the right candidate

**Work Authorization :**

Must be a citizen of the United States

**Join the Runbeck Team today! Inquire at [Jobs@Runbeck.net](mailto:Jobs@Runbeck.net)**

Runbeck Election Services

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