

About the Position:

If you are looking for a role that combines HR experience with a love of data and technology, the HRIS Analyst position could be a fit for you. As a member of the HR team, this position will serve as the subject matter expert and main point of contact for all things related to Crescent Bank's human resource information systems.

Using key behaviors such as analyzing technical issues, managing projects, consulting, and problem solving, the person in this role can expect to achieve the following within the first 6-12 months in the role:

- Become SME on all HR Information Systems by learning systems, processes, and data in the first 6 months
- Take over routine IT related tasks such regular report distribution, open enrollment set up, year-end processing, internal and external audits, system upgrades, patches and uploading changes
- Orchestrate the analysis of system utilization and our current processes to determine improvement opportunities
- Implement 4 new enhancements that provide user value (for either managers, employees or HR users - time or costs savings) in the first year
- Evaluate and improve the efficiency and security of HR's data processing and analytical capabilities using system reporting, file maintenance, databases and connections, self-service forms, and system workflows.
- Create quick guides, SOPs, or presentations to document processes that aren't currently documented or understood - for use by HR, managers and/or employees

What we are looking for:

To meet the needs of this role, a candidate should have a high level of understanding of how large-scale human resource related database systems work (systems like Ceridian, UltiPro, Payfactors, Cornerstone, etc.) and should be able to use technical analysis to solve problems and lead improvements. The person will also be able to use consultative skills to work cross-functionally and collaboratively with different functions of the HR team as well as the in-house IT team.

About Crescent Bank:

Crescent Bank began in 1991 as a small New Orleans based community bank. Today, Crescent Bank has a presence nation-wide and is on a mission to leverage technology to provide auto lending and savings access to consumers who may not be served by other traditional banking products.

Crescent Bank prioritizes employee growth and advancement- both as employees and as individuals- through our core values and through the benefits we offer.

Our Core Values include: Be a Team Player, Continuously Improve, Do the Right Thing, Put the Customer First, & Take Ownership

We are proud to offer the following key benefits:

- Workplace flexibility for eligible positions
- All the insurance programs you'd expect- health, dental, vision, life, disability, + more
- Multiple types of paid time off
- Retirement program with company contribution
- Paid parental Leave

- Award-winning Wellness programs
- Tuition Reimbursement
- Payroll on Demand- access your pay when you need it most.

Learn more about life at Crescent Bank here: [Crescent Bank Company Profile](#)

Additional Information:

- Three to six years of related experience
- Related degree (IT, HR, Business, etc)
- Advanced knowledge of HR and software systems
- Strong familiarity with HR processes and procedures
- Knowledge of general IT systems and operations
- Key skills and abilities: project management, analytical, problem solving, time management, organization, learning orientation, initiative, and adaptable

Equal Opportunity Employer/Veterans/Disabled