

First Quadrant Job Description

Job Title: Applications Systems Analyst II

SUMMARY

This position is responsible for supporting and maintaining the existing business applications at First Quadrant, including but not limited to Trading Desk, Portfolio Accounting, and Marketing applications. The job also entails systems/business analysis, and the specification and integration of new business systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- On a project basis performs documentation, process flow analysis, system specification for in house development or aids in searches for a third party system as required.
- Consults with users to identify current operating procedures and to clarify program objectives
- Reviews, analyzes, and evaluates business systems and user needs
- May serve as the domain expert for certain applications
- Daily duties would include supporting users, checking logs, writing automation scripts, setting up accounts, maintaining backups and archives.
- Writes reports in the portfolio accounting and marketing applications
- Tests and integrates software into production
- Works under general supervision
- Relies on experience, judgment and guidance to plan and accomplish goals
- Job functions require a certain degree of creativity and latitude
- Providing support for existing applications will require limited after-hours/weekend work

REGULAR HOURS: 7:00 AM – 4:00 PM, hours subject to change in accordance with duties assigned

SUPERVISORY RESPONSIBILITIES

None

EQUIPMENT/SOFTWARE USED

PC; general office equipment; Windows, UNIX (Solaris); Microsoft Office applications, Advent Axys, Pivotal CRM software, Opalis Scheduling software Project management software, such as Microsoft Project; Sybase and SQL; PERL; and other programming languages that have been used within First Quadrant's Accounting, Trading Desk, and Marketing applications environment, including proprietary Advent tools, Crystal Reports and Visual Basic.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty/responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to complete the essential functions.

- **EDUCATION and EXPERIENCE:** Bachelor's degree in Computer Science, Management Information Systems or a closely related field from a four-year college or university. 4 to 7 years of experience as a Systems Analyst.

- **LANGUAGE SKILLS:** Ability to effectively communicate in English both verbally and in writing. Ability to listen actively, and to identify essential issues in a conversation. Ability to effectively present information in one-on-one and group situations to employees and third parties. Ability to read and interpret technical programming instructions and documentation. Ability to document process flows and development specifications.
- **MATHEMATICAL SKILLS:** Ability to construct appropriate algorithms to solve business applications design problems.
- **REASONING ABILITY:** Ability to identify possible specific business requirements based on general conversations with business unit staff. Ability to apply common sense and logic to understand and develop and/or implement computer programs responsive to specific needs and requirements.
- **OTHER SKILLS:** Familiarity with project planning and control. Familiarity with client/server and web technology, gained through experience in UNIX or Windows environments. Familiarity with relational database technology; in particular, experience using SQL with Sybase or NT SQL Server. Ability to work collaboratively with software developers, database administrators, systems administrators, and a variety of people within the Firm's business units.

Non-essential, but desirable skills: familiarity with other development tools used at First Quadrant (such as HTML, VBScript, PERL, Visual Basic and/or Crystal Reports). Knowledge of the securities industry is a big advantage.