

KAPLAN COMPLIANCE SOLUTIONS

KAPLAN COMPLIANCE SOLUTIONS is a rapidly growing, entrepreneurial, performance-oriented software, software as a service (SaaS) and outsourcing company based in Indianapolis' Park 100 area. Kaplan Compliance Solutions offers services and technology solutions for the insurance and securities industries. These solutions help our clients manage their sales agent on-boarding processes and career cycles. As a trusted partner of more than 50 percent of Fortune 500 insurance companies and securities firms, Kaplan Compliance Solutions is dedicated to cultivating a culture of excellence. Currently we have an opening for a **System Analyst**.

As a System Analyst, you will:

- Determine the modifications, if necessary, that will be required in the logical and physical data models for software products;
- Modify existing and/or develop new Functional Specifications for use by software developers;
- Participate in meetings with end users and technical staff to understand business needs or existing functionality/regulatory rules and to develop Requirements Documentation;
- Communicate and clarify user requirements with the development staff;
- Act as the liaison between a product development team, the Quality Assurance team, and internal clients;
- Participate in analysis sessions with other members of the product development team to develop innovative approaches for expanding existing functionality to meet business requirements;
- Present designs to team members and related Kaplan groups to promote knowledge sharing and system understanding;
- Conduct system testing of software products prior to their submission to the QA team; and,
- Assist other team members and related Kaplan groups as needed.

Desired Requirements:

- BS/BA and 3+ years of experience working with software development projects
- Demonstrated experience writing formal requirements documentation
- Ability to create process flow diagrams for current state, desired state and data mapping documents for system conversions

- Ability to develop functional specifications and to modify existing ones
- Experience with formal Software Development Project methods and systems analysis skills (exposure to design and modeling tools is preferred)
- Experience with Implementing product solutions for end user clients preferred but not required
- Knowledge of Word, Excel, MS Project, Outlook, Visio
- Knowledge of SQL language, ability to write basic queries to update and/or extract data from Oracle or SQL Server database
- Strong facilitation and interpersonal skills
- Excellent oral and written communication skills
- Flexibility to travel up to 15% of the time.

KAPLAN COMPLIANCE SOLUTIONS offers opportunities for advancement, pay for performance, and a comprehensive benefits plan which includes: generous paid time off; eligibility on day one to enroll in a choice of multi-tiered medical plans; dental plans; health care and dependent care spending accounts; deeply discounted tuition / fees for all Kaplan education; 401(k) with company match and immediate, 100% vesting; supplemental life insurances; and much more!

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EOE.