



Core Specialist

The Core Specialist is responsible for implementing new programs as well as making modifications and enhancements to existing programs to streamline processes and meet business requirements.

What you will do:

- Perform analysis and testing of all system enhancements and productivity tools. Aid in establishing work procedures to meet production schedules. Install, test and debug enhancements for all core related programs in accordance with standard operating procedures and practices to ensure proper utilization before implementation of the production system.
- Provide necessary support to staff and other enterprise personnel in processing errors, questions, clarification, or any other core related functions. Assist with periodic testing and implementation of contingency plans to ensure availability of applications in case of system failure.
- Ensure that all source programs and patches are tested adequately for all core related programs. Monitor and troubleshoot automated scheduled core system processing functions and completing period-end processing (daily, weekly, monthly, quarterly, annual).
- Develop and maintain an understanding of relevant industry standards, best practices, business processes and technology used within related business areas to ensure compliance with policy, procedures, processes, and standards.
- Coordinate, manage, and lead technical support for new products, software, or upgrades.
- Work closely with vendors on any third-party changes that may be needed for functionality as they relate to system processes.
- Monitor ticketing system to ensure all requests are handled in a timely manner.
- Write user and technical documentation for assigned applications.
- Create custom reports as needed.
- Perform other duties as assigned.



Qualifications

- 2-5 years of similar or related experience
- Bachelor's or Associates in computer science related field
- Programming experience
- Strong problem-solving abilities
- Familiarization with Jack Henry Symitar systems preferred.