

True Automation, Inc.



Job Opening

www.trueautomation.com

Full Time Position Title **Business Analyst**

Location: **Plano, Texas**

True Automation, Inc. is the premier provider of property tax and appraisal solutions in Texas, complimented by GIS Integration Services. Incorporated in 1997, True Automation has quickly become the most progressive **Computer-Aided Mass Appraisal (CAMA) and Tax Collection Software Package used by local governmental agencies** (County Appraisal Districts and Tax Collection Offices). We entered the national market in 2008 with a complete software revision. At True Automation our most valued assets are our 95+ employees and the relationships we build with our customers. TA annually has been named one of the Fastest Growing Technology Companies by the Metroplex Technology Business Council.

We are currently seeking a Business Analyst with experience in writing software specification documents. This position requires U.S. citizenship or a Green Card. Qualified applicants are encouraged to apply.

Job summary: Elicit software requirements using interviews, document analysis, workshops, site visits, software analysis, and business process reviews. Critically evaluate information gathered from multiple sources, reconcile conflicts and compose high level information into details. Must have the ability to distinguish user requests from true system needs. Ability to think quickly and abstractly is essential. Appraisal and real estate knowledge, accounting principles, database knowledge (SQL Server, Access) and proficient in MS Office applications (Word, Excel, and Outlook) are important tools in this position.

Summary of essential job functions: Proactively communicate and collaborate with external and internal customers to analyze information needs, functional requirements and deliver the necessary documents as needed: (Functional requirements or Business Requirements Document, screen and interface designs, etc.)

Candidate Attributes: Must have excellent communication and customer interaction skills. The ability to self-manage is very important. The position requires learning in-depth degree the company's growing library of software applications. This knowledge must extend beyond the basics and into the advanced software features.

Educational / Experience / & Personal Requirements: The ideal candidate would possess a combination of experience in an Appraisal or a Tax office background; experience gathering software requirements, and proficient in Microsoft desktop software applications. The candidate must have the ability to analyze issues, establish priorities, and anticipate consequences. The applicant should be able to collaborate with developers and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs and be the liaison between the business units, technology teams and support teams. *Salary will be determined by experience.*

- Education: B.S./B.A. Degree in MIS, Computer Science, or Business, or equivalent experience
- Excellent communication skills, both written and verbal
- Ability to grasp the fundamental concepts of the Property Appraisal and Tax Collection Industry along with new concepts unrelated to appraisal and tax collections
- Experience in Appraisal, Real Estate or Accounting
- Experience in MS SQL, MS Word, MS Excel, MS Project
- Performs standard and routine assignments independently

Special Requirements and Considerations: Ability to travel 50% of the time to Client Sites as necessary, sometimes on short notice.

If you are interested, eligible to work permanently in the United States and meet the requirements stated above: E-mail your resume, cover letter and salary requirements to jobs@trueautomation.com.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of normal responsibilities from time to time, as needed.