

Business Systems Analyst

Vista Capital Partners

Vista Capital Partners is one of the leading financial advisors in the Pacific Northwest and has become a career destination. Our unique investment philosophy, standard-setting client service, career-pathing, and engaging work environment help to attract and retain top talent. Our core purpose is to build happier and more prosperous lives.

Our vision is to become Oregon's Most Admired Company. We believe that a diverse, equitable and inclusive culture enhances both the employee and client experience. We bring our full and authentic selves to work every day and are committed to a culture of continuous growth and development. Financial security, time to enjoy life, and opportunities to build connection and give back help to ensure our employees are living their best life.

We are hiring a Business Systems Analyst to better support our expanding technology needs and our growing employee base.

Duties and Responsibilities

This position will work closely with our Chief Operating Officer. Key responsibilities include the following:

- Manage projects and new software/technology implementations.
- Facilitate the selection process for new software and technology, including researching and conducting due diligence on potential solutions.
- Improve operational efficiencies through new processes and the use of technology.
- Support and maintain our existing systems and devices, including but not limited to our portfolio accounting software, CRM, client portal, VOIP, video conferencing, iPhones, password management, etc.
- Develop and maintain documentation related to our systems, processes, and workflows.
- Work closely with our outsourced IT support vendor.

Core Values

We will hire the person who best embodies and embraces Vista's core values:

- **Act with Integrity**
Successful relationships are built on trust.
- **Strive for Simplicity**
Keeping things simple allows us to focus on what truly matters.

- **Be Passionate**

An unwavering belief in what we're doing brings out the best in us. Passion inspires and is contagious.

- **Demand Excellence**

Our clients and colleagues deserve our best effort. Always.

- **Enjoy the Journey**

A fun and flexible work environment allows our people to enjoy happy and fulfilling lives.

Qualifications

The ideal candidate will possess the following qualifications:

- One to three years of professional experience, preferably in an analyst or technical role.
- Bachelor's degree, ideally in computer science, management information systems, or a related field.
- Strong analytical, communication, and project management skills, including the ability to gather user requirements and identify potential solutions.
- Desire to work successfully in a small-company, entrepreneurial environment.
- Excellent team player, collaborative, and able to work well with others.

Pay and benefits are competitive based on industry standards:

- Salary based on experience
- Bonus
- Profit sharing
- Benefits include health care, paid time off, sabbaticals and 401(k)
- Partial and/or full financial support for professional accreditation/continuing education requirements and other education/training opportunities.

How to Apply

Interested applicants should send their resumes with a cover letter to: Tana Thomson, tana@vistacp.com. Mailing address is:

Vista Capital Partners
9755 S.W. Barnes Road, Suite 595
Portland, OR 97225

We will contact you if we believe your qualifications meet our needs. Thank you!

VISTA CAPITAL PARTNERS IS AN EQUAL OPPORTUNITY EMPLOYER