

## **QCR Holdings, Inc.** **Job Description**

**TITLE:** Treasury Business Transformation Analyst

**REPORTS TO:** VP Enterprise Business Transformation Services

**DEPARTMENT:** Enterprise Business Transformation Services

**LOCATION:** TBD

### **JOB SUMMARY:**

The Business Transformation Analyst is responsible for delivering measurable cost savings and process efficiencies; a secondary focus involves facilitating the growth and development of process improvement capabilities of individuals within the QCRH organization. The successful candidate will have experience and understanding of the policies, processes, procedures, flow of information, integrations, and applications that supports the functional area they represent. They will be responsible to work with and represent their functional area teams across charters and Group Operations (GO) to develop and maintain a 3-year roadmap that meets the collective objectives and goals of the team(s). This roadmap will include: objectives, applications/products and supporting projects.

The Business Transformation Analyst will be responsible for working across the organization to develop and maintain an ongoing portfolio of initiatives for their functional area that will provide measurable improvements. Working within their teams they will prioritize this list and successfully execute approved projects. A bias for action is essential for success in this role. Projects are expected to involve business transformation including process improvements, best practices and the identification of success metrics that are leveraged across the organization for the functional area they represent. They will be responsible to ensure that the enterprise-wide processes, procedures and best practices are defined, documented, maintained, communicated and adopted. They will be responsible to document and track the success metrics at the beginning, end and ongoing for all projects/initiatives that fall under their functional area.

The Business Transformation Analyst will act as the Best In Class (BIC) Liaison between the BIC teams, the Charters, Working Groups, IT and GO to assist with the BIC Framework. They will act as the Business Lead on projects in their functional area to ensure the BIC Framework is utilized for decision making.

The Business Transformation Analyst will provide leadership and be part of the team for all mergers, acquisitions. They will ensure that all enterprise-wide policies, processes and procedures for their functional area are known and understood. They will provide education on the BIC framework to the new charters.

### **ESSENTIAL DUTIES:**

- Identify business processes that offer cost/efficiency opportunities.
- Analyze business processes to estimate total value add from transformation efforts.
- Provide written communication to clearly outline findings and recommendations.
- Lead cross functional teams in execution of prioritized projects.
- Utilize the BIC Framework to represent, build consensus and communicate among the functional area teams (across charters and GO) they represent and the stakeholders.
- Facilitate and/or participate in the development and maintenance of a 3-year roadmap to meet their functional area's goals and objectives of the charters and QCR Holdings.
- Facilitate and/or participate in processes and procedures reviews to identify and recommend area of opportunities within their functional area.

- Ensure there is Standard Operating Procedures documentation for common / leveraged solutions, processes, procedures and best practices.
- Perform business analytics for process improvements, trends, projects, etc.
- Identify, capture, track and analyze metrics of success.
- Assist in onboarding / training of new banks and employees.

**QUALIFICATIONS:**

- Bachelor's degree is required or equivalent work experience.
- Subject Matter Expert with 5+ years' experience in Business Process Improvement and Business Analyst experience required.
- Banking / Financial Industry with Treasury Management experience preferred.
- Project Management experience preferred.
- Demonstrated experience in developing and delivering business process improvement initiatives with quantifiable results.
- Exceptional written and oral communication abilities.
- Strong interpersonal and leadership skills.
- Ability to adapt quickly to new technologies and change
- Ability to manage a variety of tasks simultaneously and work independently in order to meet the required deadlines assigned.
- Proficient with Microsoft Office applications (Word, Excel, PowerPoint, Outlook).