



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

---

<b><i>Position Title:</i></b>	SAP Analyst
<b><i>Payroll/Personnel Type:</i></b>	12 Month
<b><i>Reports to:</i></b>	Chief Human Resources Officer

**Position Summary:**

This is a position requiring leadership skills, SAP Configuration for Human Resources module (primary skills around payroll, time and attendance and/or benefits).

**Essential Functions:**

- Coordination of work assignments (enhancements and maintenance) associated with SAP and Kronos relative to payroll, time and attendance and benefits modules
- Configuration of payroll, time and attendance and benefits modules
- Development of specifications for ABAP programming supporting payroll, time and benefits modules
- Development, implementation, testing and support of St. Louis Public Schools HR systems and their related documentation and business processes procedures
- Provide leadership to user departments in business processes
- Provide help desk and troubleshooting support to end users
- Support implementation and use of non-SAP systems.
- Performs other duties as assigned

**Experience:**

- SAP configuration experience with payroll, time and attendance and/or benefits module
- Experience with one or more components of SAP
- Experience in working with, or training in Kronos or other time and attendance systems a plus

**Education:**

- Bachelor degree from an accredited college or university in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Masters degree

**Knowledge, Skills, and Abilities:**

- SAP experience
- Excellent listening and communication skills
- Curious, versatile, willing, and able to learn new systems via self-study, hands-on work and external classes
- Leadership ability



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

---

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

Employee	Date	Immediate Supervisor	Date
Human Resources	Date		

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***