**VERMONT LEAGUE OF CITIES AND TOWNS**

**Business Systems Administrator/Analyst**

The Vermont League of Cities and Towns (VLCT) has an immediate need for an experienced **Business Systems Administrator/Analyst** This position shares responsibility for managing, maintaining, documenting, evaluating, and continuously improving property and casualty insurance applications and processes within VLCT’s Risk Management Services Department (RMS).

Key requirements include, but are not limited to:

* Familiarity with property and casualty insurance applications desired
* Familiarity with SQL query language desired; proficiency strongly desired.
* Detailed knowledge of common Microsoft Office applications (Excel, Word, Outlook).
* Understanding of relational databases.
* Ability to interpret and communicate analysis to non-technical end users.
* Excellent communication and interpersonal skills

Education/experience requirements: An undergraduate degree or a related designation in business administration or a technology related field and three years of equivalent work experience, or equivalent combination of education, training, and experience is required. Experience with application administration, preferably within a risk pool or insurance company, is preferred. Familiarity with HTML and XML; proficiency strongly desired. Project management experience is also desired.

Salary commensurate with experience. Hiring salary range is $70,000 - $80,000. VLCT offers an incredible total compensation package that includes health, dental, vision and pet insurance along with 403b retirement plan, a pension within the Vermont Municipal Employees’ Retirement System, employer paid life, generous paid leave, and a remote work environment that meets core work objectives.

To view the full job description and to apply, visit: [www.vlct.org/careers](http://www.vlct.org/careers). Please plan to upload a cover letter, resume, and three professional references. Application deadline is **Wednesday, December 4**.

Resume review begins immediately. Applications accepted until the position is filled.

**Equal Opportunity Employer**