

Systems & Data Analyst

Kelley Drye, a powerhouse firm with the heart of a boutique, is seeking a **Systems & Data Analyst** for our New York Office. Under the general supervision of the Business Systems Manager, the Systems & Data Analyst is primarily responsible for developing, maintaining, and enhancing the firm's HR systems infrastructure as well as other enterprise business applications across the firm. In collaboration with Human Resources, Finance, and leadership teams, this role will support the implementation and maintenance of a new HRIS (Workday), including data migration, validation, testing, and the development of reports and dashboards to ensure a successful deployment and ongoing system optimization.

Responsibilities

- Play a core role in the collection and analysis of business requirements from cross functional teams, translating them into scalable reporting and dashboard solutions.
- Lead the identification of opportunities within Workday to enhance data quality, processes, system functionality, and workflows.
- Investigate HR system performance issues and lead enhancement efforts to ensure data integrity, consistency, and adherence to data governance standards.
- Play a lead role in the design, development and maintenance of data pipelines, data storage solutions, and data processing/integrations.
- Support a set of non-Workday business systems (i.e. Aderant Sierra, Deal Cloud, and KDW's MDD).
- Maintain compliance with data privacy standards while enforcing robust data security protocols.
- Create, update, and maintain comprehensive process documentation.
- Conduct ad hoc analyses to support business needs and leadership requests.

Qualifications

- Bachelor's degree
- 4-6 years of relevant work experience in Human Resources, Business Analytics, HR Systems management, or a related field.
- Demonstrated expertise in Microsoft Office applications, with a strong focus on Excel.
- Proven experience with HRIS systems and integrations; Workday experience required.
- Experience with API authentication, encryption, certificates (x509/PGP), and SFTP/data exchange frameworks.
- Experience with legal financial systems (i.e. 3E, Aderant).

- Demonstrated ability to manage multiple projects simultaneously, balancing competing priorities and deadlines in a fast-paced environment.
- Excellent verbal, written and interpersonal communication skills, including the ability to effectively communicate within the HR and Finance organizations as well as the project and application development teams and outside consultants.
- Strategic thinking and searching for ways to improve processes/use of technology tools and can identify and anticipate potential issues.
- Ability to handle confidential and sensitive information with discretion.
- Knowledge of Power BI, automation, orchestration tools.
- Ability to set priorities and manage multiple assignments simultaneously.

The salary range displayed is specifically for those potential hires who will work or reside in New York City if selected for the role. Any offered salary is determined based on internal equity, internal salary ranges, market data/ranges, applicant's skills and prior relevant experience, certain degrees, and certifications (e.g., JD/technology) for example New York City Salary Range HR Systems & Data Analyst: Low: \$120,000- High: \$140,000.

Please be advised that all communications regarding open positions at our firm will exclusively originate from email addresses ending in @kelleydrye.com. We encourage you to exercise caution and verify the source of any communication claiming to represent our firm.

Kelley Drye & Warren LLP is an Equal Opportunity Employer (EOE).

Apply [here](#)