MICRUITY

Technical Business Analyst

Full-Time Position – Canada Remote (Toronto Area Preferred)

Micruity helps Americans retire securely

Micruity powers lifelong financial security for the over 100 million Americans in employer-sponsored savings plans.

Micruity provides modern infrastructure that enables the pensionization of defined contribution plans. Micruity makes it easy for recordkeepers, life insurers, asset managers, and other stakeholders to develop and distribute retirement income products.

The end result? Individuals can access dependable retirement income through their 401(k) plan, getting them a step closer to their financial wellness goals.

Micruity has the talent and financial backing to succeed

With backing from FinTech investors and leading financial institutions, we are looking to add to our team of creative and driven systems and industry experts to ensure Micruity has the expertise it needs to revolutionize how people save for retirement.

We want to build with big thinkers, hard workers, self-starters, and transparent communicators. Our team takes pride in tackling lofty goals, rewarding our accomplishments with a happy hour or get-together at an industry event. Not a requirement, but nerding out over math happens often.

Who we're looking for

As a Technical Business Analyst, you will be responsible for understanding business requirements, translating them into clear and concise technical specifications, and working closely with development teams to deliver robust and scalable solutions. Your expertise in data integration, API connectivity, and file exchange protocols will be essential in ensuring the seamless flow of information across our systems and with external partners. You are the connection between clients and engineering on existing products and configurations with deep knowledge of the Micruity Product Stack documentation.

Responsibilities:

- Collaborate with stakeholders across business units (e.g., product, operations, client

services) to elicit, analyze, and document business requirements related to our institutional defined contribution products and services.
- Translate business requirements into detailed technical specifications, including data flows, system interfaces, API specifications, and file exchange formats.
- Develop a deep understanding of our existing systems and data architecture to identify opportunities for improvement and optimization.
- Participate in the configuration and implementation of API integrations, ensuring secure and efficient data exchange with internal and external systems.
- Define and document file exchange specifications, including formats (e.g., CSV, XML, JSON), protocols (e.g., SFTP, FTPS), and security measures.
- Creation of technical documentation, including data dictionaries, process flows, and system diagrams.
- Contribute to the configuration and implementation of data management and storage solutions, ensuring data integrity, quality, and accessibility.

Requirements:

- Minimum of 5 years of experience as a Business Analyst, with a strong technical focus.
- Specific experience and a strong understanding of the institutional defined contribution market (e.g., recordkeeping, plan administration, investment options, regulatory requirements).
- Demonstrated expertise in API design, integration, and documentation (e.g., REST, SOAP).
- Solid understanding of various file exchange protocols (e.g., SFTP, FTPS, HTTPS) and data formats (e.g., CSV, XML, JSON).
- Experience with data management principles, data warehousing concepts, and database technologies (e.g., SQL).
- Strong analytical, problem-solving, and critical thinking skills.
- Excellent communication (both written and verbal) and interpersonal skills, with the ability to effectively communicate technical concepts to both technical and non-technical audiences, including the ability to read, write, and speak English.
- Ability to work independently and collaboratively within a team environment.
- Pleasant and confident demeanor when dealing with colleagues and clients, with the ability to communicate difficult/sensitive information tactfully.
- Entrepreneurial attitude; willing to roll up their sleeves and solve complex, all-hands-on-deck problems, helping out other departments as necessary.
- Ability to excel in a fast-paced, demanding environment.
- A self-starter with a high attention to detail and the ability to handle multiple projects and deadlines.
- Strong organizational and time management skills.
- Collaborative mindset to interact effectively with business partners and team members at all levels of an organization.
- Proficiency in Excel, PowerPoint, and the rest of the Microsoft Office Suite.
- Strong work ethic and willingness to take initiative.
- Demonstrated ability to multitask and execute on key priorities.

- Willingness to work nights and/or weekends on an as needed basis.
- Ability to legally work in the US or Canada.

Great to have

- Bachelor's degree in Computer Science, Information Technology, Finance, or a related field.
- Experience with cloud-based data solutions (e.g., AWS, Azure, GCP).
- Knowledge of data governance and security best practices.

Benefits

Micruity is growing quickly, and we are continuously looking for more ways to show our appreciation to our dedicated team members. We offer competitive health coverage, a generous vacation policy, occasional happy hours/lunches/outings and a hybrid or remote work environment.

Equal Opportunity

Micruity celebrates and supports difference and recognizes that having a diverse workforce benefits our employees, our products, our culture and the communities in which we work. Micruity is an equal opportunity employer, and employment decisions are based solely on a person's qualifications and merit as directly related to professional competence. We are dedicated to reaching a diverse candidate pool and hiring the person who is the best fit for the job. Micruity does not discriminate based on race, citizenship, ancestry, creed, color, religion, sex, gender, sexual orientation, gender identity/expression, national origin, age, disability, genetic information, veteran status, marital status, pregnancy or related conditions (including breastfeeding), or any other basis protected by law. Accommodation will be provided during the hiring process for qualified candidates.

We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.

Micruity's EEO policy has the full and complete support of the Company, including its Chief Executive Officer and Board.