

Project Manager / Business Analyst

Credit Union Leasing of America (CULA) is one of the fastest growing companies in San Diego and we are the leader in one of the top markets in America. CULA provides indirect auto leasing services to credit unions. We've been leading the way since 1988 to successfully deploy auto leasing programs within credit unions across the country.

We are seeking a **Project Manager/Business Analyst** to be responsible for coordinating internal and external projects related to indirect vehicle leasing with CULA and their credit union and dealer partners. In this role, your mission is to use an understanding of our business processes and software, as well as an ability to work well across different teams in the company, to effectively drive business-critical projects forward.

Position Description:

Our Project Manager/Business Analyst is responsible for driving large scale initiatives from initial opportunity clarification and research, to project timeline and milestone creation, through launch communication and business adoption. This role calls for a strong project manager capable of autonomously driving multiple projects in parallel. This position is the dream opportunity for an ambitious professional looking to have a significant impact in a fast-growing company.

Essential Responsibilities and Duties include:

- Define, document and own the project requirements, specifications and implementation plans. Perform requirements analysis.
- Conduct meetings and presentations to drive projects forward and share ideas and findings.
- Communicate decisions and action items to meeting attendees
- Develop and implement timelines and test plans to ensure successful delivery of projects.
- Become an expert in Seamless, CULA's proprietary lease tracking software.
- Understand and document external and internal Seamless enhancement requests and remain familiar with the product backlog list as new requests arrive and business needs change.
- Test new releases of Seamless software.
- Work with team members throughout the company to learn business processes.
- Learn and evaluate business processes, anticipating requirements, uncovering areas for improvement, and proposing solutions.
- Constantly strive to improve the way we work together.
- Become proficient in the US credit union and automotive leasing industries including the market players and industry trends.

Qualifications:

- 3+ years of project management experience.
- Crisp and clear communication style across all mediums and with both business and technology stakeholder groups.
- Extensive experience gathering requirements to include analyzing, prioritizing and documenting.
- Proven ability to deliver on commitments.
- Ability to influence and to work autonomously.
- Ability to handle multiple competing priorities in a fast-paced environment.

Project Manager / Business Analyst

- A fantastic ability to listen and to identify what the real need is.
- An analytical approach for effectively evaluating and executing trade-off decisions but able to rely on intuition when the data set is incomplete.
- Experience presenting to executive leadership and handling sensitive customer situations.
- High proficiency in Microsoft Office products, with emphasis on Excel and project management applications.
- Experience in the auto finance, credit union and vehicle lease industries are a plus.
- Experience in the financial technology markets is desired.
- SQL a plus

Education:

- Bachelor's degree with a quantitative emphasis is required.
- PMP Certification a plus