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# Example of Analyst, Functional Job Description

Our innovative and growing company is hiring for an analyst, functional. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst, functional

* 5 years or more experience and bachelor’s degree
* Experience in analysis of IT business, functional, technical, activities, and events
* Prefer to have
* Experience writing business requirements and working on business teams
* Previous history writing or supporting BRDs, BUCs, and experience with Rational Suite Software
* Provides direct support and guidance to the EEO manager and other team personnel on matters related to the NAVSEA Reasonable Accommodations program
* Provides broad administrative support to the NAVSEA EEO office and manager in support of the department’s missions and programs
* Represents our organization as the prime focal for our Accounting Close process interacting with senior business partners and IT subject matter experts
* Interact with accounting/IT representatives to review after action plans of Accounting Close issues
* Apply best practices and knowledge to assist in answering incoming close related tickets

## Qualifications for analyst, functional

* Experience in leading meetings and reviews
* Intermediate computer skills, experience in using multiple programs
* Ability to meet deadlines while maintaining quality expectations
* Quickly learns new computer systems and programs
* Demonstrate and support an environment of professionalism, performance and execution
* High level of integrity and customer focus