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# Example of Business Analyst Specialist Job Description

Our company is looking to fill the role of business analyst specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for business analyst specialist

* Provide direct support for all aspects of compliance with eCPIC and successfully meet directives from OMB and client management
* Provide a high level of expertise in communicating budget allocation methodologies, accounting principles, and other financial concepts in support of their continuing client’s enhancement of financial management of investments
* Reporting and advisory services
* Prepares, negotiates, and manages various standard and non-standard contracts for the organization to ensure they comply with business requirements corporate policy
* Oversees the planning and execution of board meetings
* Manage requirements across multiple work areas
* Assess research, analyze and document sponsor/stakeholder needs in accordance with the Project Life Cycle
* Recommend business solutions that satisfy sponsor/stakeholder needs
* Review test plans, manage stakeholder participation in user acceptance testing, assist in resolving and troubleshooting issues
* Continually enhance skills and build knowledge in information systems, the business and organization

## Qualifications for business analyst specialist

* 1-3+ years Corporate Legal, Media or Law Firm experience highly preferred
* Experience implementing and supporting Document Management, Contract Management systems and related Legal Technology solutions as a Business Analyst highly preferred
* Excellent Microsoft Office and related technology expertise
* Proficiency with iManage Work (formerly HP Autonomy WorkSite), DeskSite, Milan, Workshare
* Advanced Excel knowledge highly desired
* Microsoft Office macro scripting (Word/Excel) is a plus