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# Example of Business Analyst, Staff Job Description

Our company is growing rapidly and is looking for a business analyst, staff. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business analyst, staff

* Support training efforts as necessary including Hyperion, JDEwards, SAP and other applications
* Program coordination in support of the Operations and Infrastructure transformation program in partnership with the leadership team
* Assist with resolution of security exceptions and compliance activities
* Provide workforce planning support
* Lead weekly meetings with direct reports to the head of the Operations and Infrastructure group
* Works well in a team, individually
* Demonstrates strong collaboration and inter-team skills
* Thoroughly research and identify areas for analysis
* Analyze performance metrics and assures metrics are visible and well understood
* Take action in a self-directed manner to identify issues and make recommendations to department leadership

## Qualifications for business analyst, staff

* Ability to independently facilitate complex data gathering and design collaboration meetings, JAD sessions and Design walkthroughs
* Incumbent is self-motivated and frequently demonstrates initiative by going “above and beyond” performing what is required for the position
* Minimum 8 years in Operations Finance and Cost Accounting
* Strong hands-on experience with SAP is preferred
* Experience with integrating 3rd Party applications a plus
* Experience facilitating process discussions that involve eliciting process requirements and liaising with users