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# Example of Business Systems Administrator Job Description

Our company is growing rapidly and is hiring for a business systems administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for business systems administrator

* Facilitate and coordinate production changes, deployment, script and configuration deployments
* Facilitate NetSuite scheduled and hot fix releases in all environments
* Embrace and be a strong advocate for automation, includes testing, deployments, configuration, CI/CD and agile practices
* Responsible for proactive monitoring, automated testing and automated recovery of critical functions
* Provide compliance, SLA and support metrics and ad hoc reporting
* Document requirement descriptions, acceptance criteria, and functional design requirements, any associated data definitions/use cases
* Collaborate with solution delivery team to prioritize requirements in upcoming releases the full requirements backlog
* Daily administration, troubleshooting and support of Xactly commissions system
* Process monthly and quarterly commissions, help with reconciliations and month-end reporting
* Work with external consultant in new plan design and changes to existing plans

## Qualifications for business systems administrator

* Extensive experience with designing and developing relational database models and writing stored procedures, importing and automating data imports from various data sources using SSIS Packages
* Strong experience optimizing database performance and troubleshooting production issues
* Experience with SQL Server Analysis Services, SQL Server Reporting Services, Microsoft SQL Server Migration Assistant for Access is a plus
* 2+ years of experience as a Project Administrator
* Strong MS Word, Excel, PowerPoint, Visio & Project skills required
* Previous experience in similar role needed