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# Example of Business Systems Specialist Job Description

Our innovative and growing company is hiring for a business systems 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 systems specialist

* Have a good understanding of Accountancy & Finance principles
* Be self-motivated, possessing strong communication skills, both written and verbal
* Develop and execute US Commercial Master Data Management (MDM) and Field Alignment Roadmap and Strategy
* Contributes to the success of Global Commercial Operations IS functions by making fundamental improvements in how information is managed and business processes are operated
* Assist in developing the overall strategic direction, vision and standards around MDM business services
* Partner with business clients to develop and coordinate service level agreements, provide service KPIs and ensure ongoing application stability
* Focus on commercial data governance and establish governance processes around data, reference data management and key performance indicators to ensure an integrated definition of data, and to ensure the accuracy, validity, and reusability of data
* This position is required to be on-call for off hour support during implementations or other times on occasion as needed
* Work in a lead role on assigned projects, ensuring team members work with all staff members to meet project requirements
* Utilize excellent verbal and written communications to work various tasks with clients, team members, development groups and management

## Qualifications for business systems specialist

* Ensure compliance with IT Disaster Recovery Plan (DRP) and the department’s Business Recovery Plan (BRP)
* Act as an integrator of solutions, provide flexibility, and ensure a good understanding of technology choices by offering and negotiating options with the clients
* Is familiar with application release management best practices
* Familiarity with Data related disciplines such as data onboarding activities, enhancements for enterprise data services tools, testing, regulatory reporting
* Financial domain experience required
* Bachelor's degree in business or technical-related discipline, or equivalent work experience required, 8-10 years of experience