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# Example of Functional Analyst Job Description

Our innovative and growing company is looking for a functional analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for functional analyst

* Duties may include assisting in the preparation of management reports, presentation graphics, and support the development of contract deliverables and reports
* Manage and analyze SAWD data
* Author manuscripts, modules, presentations, and other documents that meet the needs of SAWD
* Support the successful implementation of critical business projects through effective business analysis design and delivery of process improvements for our business partners
* Upload financial and non financial data to Apptio
* Act as a functional expert for applicable systems/applications
* Identify and analyze options to deliver defined requirements and make recommendations
* Partner with business stakeholder groups to define and document business and operations requirements
* Partner with Project Manager in the definition and management of the User Acceptance Testing
* Providing 2nd level support to the business users via tickets received from the Service Desk – including service, incident and change requests

## Qualifications for functional analyst

* One year experience and/or internship experience developing interactive web applications and/or websites
* Have strong customer focus – internal and external customers
* Ability to travel as needed to other IPSD facilities – Texas, UK, primarily
* Individual will need to be agile
* Have the ability to handle multiple work streams at once
* Have the ability to manage changes in project priority