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# Example of Functional Business Analyst Job Description

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

## Responsibilities for functional business analyst

* Work with our Client business users / analysts to produce business and functional requirements that will be implemented internally or offshore
* Assist project manager and team lead in explaining to the client why some task is required to be done and why it takes estimated time
* Communicate and translate required business process capabilities and outcomes effectively between business process areas and supporting departments
* Working with functional leads to create Business requirements and develop requirements and specifications
* Assists in the development of Key Performance Indicators (KPIs) used to measure process, efficiencies and/or health within the business area assigned
* Perform setups, data loads, and configuration changes, following a change management process to support specific functional areas
* Model and enhance business process diagrams and other related models to capture business operations change requirements within defined opportunities or projects, modeling both current and future state, typically using a graphical or business process modeling tool
* Ensure proper coordination between the IT organization and process owners by defining conceptual and logical levels of detail in the business process models
* Determine and document the impact of process changes for the process owner and assists with the execution of unit and integrated system testing on programming changes to ensure viability and accuracy by creating test cases and carrying out peer review
* Use tools and data to show areas of improvements, and provide tools to measure trends related to business processes

## Qualifications for functional business analyst

* Excellence in driving projects forward and delivering results
* Ability to interface with global teams, including senior stakeholders (business, technology)
* Ability to elicit business requirements from stakeholders, analyzing, documenting, and prioritizing them
* Experience with stakeholders in ensuring the needed level of research is completed to accurately define the solution benefits and risks
* Experience of working with technical teams to validate proposed solutions
* Knowledge of database design, architecture, data structures, and process flows