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# Example of Process Business Analyst Job Description

Our company is looking to fill the role of process business analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for process business analyst

* Develops and documents improved or new process flows
* Facilitates meetings and training sessions
* Creates new or maintains and process reports
* This role is responsible for providing business process documentation and financial systems training support to the Finance & Accounting (F&A) user community
* The Business Process Specialist (Business Analyst) is responsible for the creation and maintenance of business process documentation, and documentation of related system enhancements and business process changes
* The Business Process Specialist (Business Analyst) will prepare and deliver training, and partner with end users to identify future documentation and training needs
* As part of this role, the Business Process Specialist (Business Analyst) will work to identify process improvement opportunities, and work with Finance & Accounting (F&A) teams and the Process & Systems Group to implement
* Process Documentation and Mapping
* Assists with the development of standard operating procedures and process maps for key financial and system processes
* Collaborates with user groups to identify areas of opportunity in regards to process documentation, mapping and training

## Qualifications for process business analyst

* Typically requires a bachelor’s degree in a related field and three or more years of experience as a business process analyst working with computerized management systems to include, but not limited to, product life cycle systems
* Experience integrating with SAP, Service Now, FM Systems and other software systems a plus
* Basic Knowledge of applicable Quality System regulations, such as GMP/QSR and ISO 13485, is desired
* Workforce planning, forecasting and Intra-day functions
* Knowledge of real monitoring tools like CMS/Cisco Systems
* Basic Erlang programming language and tools