



Example of Business Analyst / Business Job Description

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Our company is growing rapidly and is looking to fill the role of business analyst / business. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for business analyst / business

- Proactively assess and communicate opportunities and risks to senior management via in-depth data analysis using various reporting tools (primarily Business Objects, Excel, MicroStrategy)
- Ensuring all monthly valuations received from the Fund and/or Fund Administrator are updated on their Wealth Management statement
- Supporting the Head of HR, COO and CEO
- Manipulating many lines of data into understandable charts, spreadsheets
- Liaising with C level Firm employees
- Process Maps
- User acceptance/test cases
- Elicit and understand business needs to define application, functional, integration and technical requirements
- Provide value to projects by assisting business users to define key tests required and the relevant scripts for the tests to ensure that the software solutions are functioning according to the business requirements and not creating instability in existing systems
- Conduct initial application and interface alpha testing (smoke tests)

Qualifications for business analyst / business

- At least 3 - 5 years of hands-on business application

software systems for Human Resources, Legal, Sales, Operations, or Accounting)

- Strong analytical, problem solving, and systems design skills with attention to detail
- Experience following a structured project life cycle methodology
- Bachelor's degree from accredited institution in Information Systems, Computer Science or Engineering preferred but not required
- Bachelor's degree in Business Administration, Finance, Computer Information Systems, or any related field from an accredited institution
- 2 years of experience as a Financial Analyst, Business Analyst, or other related field