



Example of Business Analyst, Reporting Job Description

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Our company is searching for experienced candidates for the position of business analyst, reporting. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for business analyst, reporting

- Help to identify area of inefficiency in existing business processes, models
- Under minimal supervision, selects from established Institute policies, procedures, and practices to accomplish assignments, which require exercise of discretion and judgment
- Interact/collaborate with Project accounting, Office of Sponsored research, Property Services and IMSS on matters involving
- Preparation of data for change requests for any changes impacting the budget
- Update and maintain a list of account numbers (PTA's), which is posted on the Internal Bulletin Board
- Assist with the development of a time reporting system to support activity based costing, including uploads into Oracle ERP on a bi-weekly basis
- Approve vendor invoices for payment in the accounts payable approval system
- Perform data, business, and systems analysis and serves as a liaison between business units and IT
- Provide support to ensure requests for analysis are fulfilled efficiently and effectively to meet the information and decision making needs of the HOA management team
- Identify additional technology solutions to streamline reporting inefficiencies and create roadmaps which articulate that vision

- Web page design (SharePoint)
- Experience creating SAP Fiori applications
- Experience in SAP BW and general Business Intelligence systems/processes
- Experience applying Business Intelligences tools in a production environment
- Experience in planning, assessing, leading and implementing change
- Self-starter who drives continuous improvement