



# Example of Business Analyst Specialist Job Description

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Our innovative and growing company is hiring for a business analyst specialist. 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 specialist

- Update, revise, or rewrite existing software and procedural documentation as needed
- Review all documents to be distributed by technology and rework as appropriate
- Supports and works closely with Development and Testers to ensure requirement understanding and to ensure implementation meets expectations and quality
- Provide analytical support for investments including financial, technical, and programmatic aspects
- Provide support for all aspects of compliance with eCPIC and successfully meet directives from OMB and client management
- Provide recommendations for developing comprehensive Exhibit 300 business case(s) and supporting documentation that effectively communication how the investment's business needs are addressed
- Assist in collecting, analyzing, and documenting CPIC activities for client including alternatives and operational analyses, high risk reporting, integrated baseline reviews, and evidence based reviews
- Provide expertise in communicating budget allocation methodologies, accounting principles, and other financial concepts in support of their continuing client's enhancement of financial management of investments
- Perform routine and ad hoc financial reporting and analysis for the client in response to financial management, budget development, and operational

- Provide investment management advice and assistance to client in order to meet OMB and client's CPIC program deadlines and milestones

### **Qualifications for business analyst specialist**

- Strong business acumen and analytical capabilities (power Excel user) – able to consolidate a large amount of information into a concise analysis, relevant to senior management (proficient in PowerPoint)
- Solid understanding of IT financial management, chargeback and management reporting
- Broad understanding of IT organizational structures, operating process and technologies
- Self-starter with demonstrated intellectual curiosity
- Knowledge of and experience with Distributed Processing Platforms (Windows, Unix, Database and Middleware) and Data, database management and some HTML programming (MS SQL, MS ASP, MS Visual Studio, JavaScript)
- Experience of working within a multi-disciplinary team and independently, managing own workload effectively