



# Example of Business Intelligence Analyst Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is looking for a business intelligence analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for business intelligence analyst

- Working with customers to ensure user acceptance testing and complete delivery of reporting/analysis solution for DSRIP reporting
- Support Product Support and Planning to engage with all key relevant stakeholders to collect, validate and verify requirements in scope
- Provide effective application support ensuring any relevant incidents allocated are quickly identified, prioritised and resolved to ensure the service provided is in line with the required operational targets and business need
- Support the implementation and embedding of any changes or new applications to the Application support model, wider IT team and user communities
- Proactively resolve system issues through adopting a flexible approach and creating innovative solutions which maintain an acceptable balance between risk, reward, and customer service
- Have experience with 3rd Party support models to track, manage and resolve issues
- Have experience of being able to balance multiple priorities and workloads both strategically and short-term, including ambiguity
- Be highly customer & delivery focused meeting and exceeding customer expectations
- Design, develop, implement and maintain new reporting functionality and analytic applications across multiple business units using various business

## Qualifications for business intelligence analyst

- Bachelor's degree from an accredited college or University and a minimum of 5 years related work experience and/or training
- Post-secondary education in business, statistics, accounting or IT related field required or equivalent work experience
- Completion of CSC or IFIC course required
- Completion of Series 99 is an asset
- Strategize data needs of the organization together with the other members of the BI team
- Analyze new data sources for integration into enterprise reporting solution