



# Example of Business Systems Analysis Job Description

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Our company is growing rapidly and is looking for a business systems analysis. 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 systems analysis

- Coordinate business readiness activities, including communication, end-user training and access, data conversion, and cutover strategy
- Provide analysis and support for the Outsourcing decision
- Create Systems Requirements Specifications (SRS) for each business project utilizing the business facing D&A applications and the shared service
- Participate in the creation of business requirement and business functional documents Q/A execution as required
- Responsible for leading a team of Business System Analyst associates so they are motivated, challenged and accountable
- Provide performance evaluations, salary administration and bonus allocation
- Challenge, develop and retain talented associates
- Create an enriching, positive professional work atmosphere that supports the efforts of associates to complete their responsibilities
- Strategically allocate resources based on an assessment of associate business expertise, process/data/technical analysis and priority of effort
- Maintain and evolve quality Business Systems Analysis processes to support technical lifecycles performed in IS non-technical engagements

## Qualifications for business systems analysis

- Demonstrated ability to articulate complex concepts in a clear, concise

- Knowledge of Canadian payroll
- University degree preferably in Business, Computer Science, or Mathematics
- Expert knowledge of Test Strategy, Test Planning, Defect Reporting and Test Case Design techniques for highly complex initiatives
- Proven ability in effective stakeholder management and developing good relationships with business partners