



# Example of Business Systems Analysis Job Description

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Our innovative and growing company is searching for experienced candidates for the position of 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

- Provide leadership, direction and coaching on project specific tasks individual professional development
- Utilizes team development and motivation techniques to constantly raise the bar in performance and quality within the enterprise
- Able to participate in a scrum team, create User Stories with the prescribed level of detail - provide refined acceptance criteria of all User Stories
- Cross-functionally pair with team members to increase capacity of skills and domain knowledge
- Provide feedback on functional test cases developed by the team
- Swarm, when necessary, to complete committed work within Sprint
- Collaborate to create product launch plans and documentation such as - Customer Guides, Release notes
- Assist in evaluating critical issues that occur in the existing systems, communicate with business users and help determine solutions that enable a more stable environment for our business partners
- Gather and define business requirements for strategic programs, and translate requirements into best-practice solutions
- Identify and document current state process, system, and data flows

## Qualifications for business systems analysis

- Research and innovate – may make decisions to build/buy/reuse system components to meet client expectations and project deliverables
- A fundamental understanding of Wealth products (Mutual Funds, RESP, RDSP, TFSAs)
- Bachelor's degree is required with emphasis in Computer Science or MIS strongly preferred (or relevant work experience)
- Strong knowledge of various Lending verticals – Primarily Consumer loans and commercial/business loans
- Act as functional subject matter expert for Financial Planning and Analysis applications and their associated customizations and interfaces Provide oversight and lead troubleshooting as required to recover from critical application downtime / functionality loss caused by various issues such as data interface gaps, configuration gaps, or user error
- Review and approve analysis and solutions presented by technical teams for fit and adherence to standards