



# Example of Business Systems Analysis Job Description

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

Our company is growing rapidly and is looking to fill the role of business systems analysis. 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 systems analysis

- Directly manage BSA1, BSA2, Sr
- Analyze business opportunities and recommend solutions
- Works with the team to maintain project schedules that consider the priorities, key milestones, time estimates, task sequencing and identification of tasks that may be performed concurrently to achieve objectives
- Partners with QA teams to understand solution design and related deliverables
- Resident expert in all the things related to our Procurement Tool
- Manage systems configurations for core financial applications
- Partner closely with Global Procurement and Finance/Business Process Optimization stakeholders in understanding current system gaps and working with internal and external teams to ensure the right solution gets rolled out
- Lead and participate in business process optimization/ systems design workshops with internal and external teams
- Review and prepare solution designs for key system configurations and integration requirements
- Propose very high level system solutions to top management to help business department drive business growth from the system perspective

## Qualifications for business systems analysis

- Ability to work independently as a self-starter, proactively taking action and in a team environment with others to accomplish organizational goals
- Running projects using traditional waterfall approaches, running agile projects or converting waterfall projects to agile
- Strong working knowledge of the work processes for assigned area(s) of the business including how systems are used, how information flows, how decision are made
- Software Harvesting
- Initiate internal audits to ensure compliance, handle end users licensing issues and coordinate software retirement/sun-setting