



# Example of Business Systems Analyst Job Description

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Our company is growing rapidly and is hiring for a business systems analyst. 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 systems analyst

- Support in configuration and data entry activities that exist to support the toolkit
- To collaborate with Documentation and Training to ensure accurate representation of the targeted features
- Initiates/Participates in/supports complex business and system analysis and planning to create, deliver, and validate access administration policies, rules and processes in support of the risk control agenda, provide program metrics, results data, status reporting, and other information to help support and drive the business
- Plan requirements following requirements process
- Responsibility for continued improvement and integrity of HPro operations including new design and feature sets
- Key role in implementation, optimization and effectiveness of the Materials Management and Production Planning modules in SAP across SBU's
- Support implementation of new systems and cyclical projects in support of sales operations
- Serve as liaison between business and technical resources, and maintain project standards and consistency
- Understand business, system and technical issues, the trade-offs and alternatives, and facilitate problem solving and issue resolution within and across these modalities
- Work across teams understand the needs of multiple stakeholders, act as a consultant, who can provide analysis and guidance to the stakeholders to

## Qualifications for business systems analyst

- Must be experienced creating data and BI requirements artifacts
- BS Degree in a Business Studies or related field and a minimum of 5 years' experience
- Intermediate skills with Facets & QNXT - Hosp & Medical Claims, Processing Control Agent / Set Up, Product Build from Summary, NetworX Facets Pricing, Core Facets Pricing, Provider - Networks/Relationships, EDI Eligibility (HIPAA 834, 270, 271), Eligibility / Enrollment Data Model & Structure, Member/Eligibility Input & Output Feeds
- 4 years experience and must have a HS diploma
- Experience writing and presenting to a group
- Demonstrated ability to quickly learn complex business environments