



Example of Business Systems Manager Job Description

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Our company is searching for experienced candidates for the position of business systems manager. 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 manager

- Identify and execute store level segmentation changes
- Manage daily administration and performance and delivery of an enterprise-level systems with 1000+ users
- Proactively develop subject matter expertise in the business needs and processes supported by systems
- Proactively develop and maintain knowledge of the landscape of relevant financial and supply chain system solutions
- Participate in user requirements gathering and map those requirements into systems implementation, setup, and architecture configurations
- Analyze system issues and gaps and identify solutions
- Facilitate, create and maintain systems and user documentation including system support processes, data, functionality, procedures, security, and protocols that meet IT standards
- Participate in and oversee testing of systems functionality, data integrity, user competency, process completion, and other tests that support systems delivery quality
- Develop overall financial and supply chain systems delivery architecture
- Provide high-level escalated support to business users and manage escalation of support questions to the vendor

Qualifications for business systems manager

- Masters or Bachelor's degree in Business, IT (Information Systems), or a related field
- Minimum of 10 years of experience in a management role, or leading a practice, business line or department
- Able to synthesize requirements, break them into logical phases and identify key dependencies required for success
- Work closely with system architects and development teams to convert the detailed business requirements document into a System Requirements Specification document to be consumed by the development team, which may include documents with screen shots, mock-ups, use cases, data mappings, sandbox prototyping
- Collaborate with business partners to gather and translate business needs and objectives into clear requirements, testing and execution activities for compensation and benefits programs, leveraging legacy and new technology platforms
- Undergraduate Degree or Technical Certification