



Example of Business Systems Senior Analyst Job Description

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Our company is hiring for a business systems senior analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for business systems senior analyst

- Developing scalable and efficient process automations and reusable components that can be leveraged across different lines of businesses
- Serving as subject matter expert to others seeking to utilize Process Automation technologies to automate and streamline existing manual business processes
- Possessing broad technical knowledge and an ability to effectively communicate with non-technical stakeholders to report on project opportunities and progress, objectively evaluating a process and recommending a better way to deliver for our customers
- Working independently to identify and document business areas which would be most positively impacted by creating tools and automation to increase efficiency, reduce risk, and deliver for our customer
- Position requires travel up to 75% of time
- Primary point of contact for interface between the business users and IS teams
- Formulates and defines systems, scope and objectives through research and fact-finding combined with a basic understanding of business systems
- Works with business users to document current work flow processes and collaborate with users in identifying, defining and documenting process improvement options and alternatives as directed by business needs
- Works with business users to define and document business rules
- Participates in training users on application software

- Working experience in creating and maintaining a business requirements document (BRD) and Requirements Traceability Verification Matrix (RTVM)
- Excellent written and oral communication skills coupled with the ability to listen, question, and understand client's needs relative to enterprise software solutions
- 5+ years of relevant business analysis and QA experience, preferably in healthcare or other relevant field
- Experience working in and understanding large, complex global projects
- Well versed in test planning and execution
- Well versed in waterfall SDLC and agile scrum methodologies