



Example of Finance Systems Analyst Job Description

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Our innovative and growing company is looking to fill the role of finance systems analyst. 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 finance systems analyst

- Process Improvement includes effectively analyzing business processes to ensure scalability and value before system changes are made
- Supporting the senior manager who is acting as the business analyst and integration point between IT and the Finance community
- Documenting and/or reviewing reporting requirements and understanding the magnitude of the proposed changes on upstream and downstream reporting systems (SAP ECC, SAP BW, SAP BPC)
- Partnering with business stakeholders and other project work streams to incorporate their accounting and process changes into an overall technical solution
- Identify and implement process improvements to increase efficiency, improve service levels to internal and external customers, decrease process times, streamline workflows, and strengthen internal controls
- Understanding and documenting processes design, development (end user tools), testing, implementation, and communication regarding new systems and processes
- Lead, analyze and evaluate requirements for system solutions and enhancements that improve business processes and/or provide increased controllership
- Define detailed functional requirements in a partnership with IT while minimizing the need for system customization
- Act as the central point of contact for vendor items, point person for system

- Proactively identify opportunities to automate business and reporting processes

Qualifications for finance systems analyst

- High school diploma or the equivalent combination of education and experience
- Good knowledge of Windows-based computer applications
- 2 to 4 years of related work experience, preferably in a financial institution with data management and reporting focus
- Superior proficiency in Microsoft Office, including MS Access
- Understanding of CM products and markets, the valuation and risk management methodologies associated with these from a risk and capital reporting perspective is an asset
- Knowledge of, and experience with, Workforce Management software packages (Infor, Kronos, Workforce Software)