



# Example of Financial Business Analyst Job Description

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Our innovative and growing company is hiring for a financial business 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 financial business analyst

- Execution of month end financial close including reporting and ledger adjustments as required
- Work to continuously improve the forecasting process
- Serve as a primary point of contact for analysts who have forecasting questions and ensure best practices are followed across IM analysts
- Serves as a liaison between Finance and Information Technology Departments
- Provides systems support and analysis
- Leverage technology solutions to meet the needs of Finance and users of Finance information systems
- Creates test scenarios and assists project team members in performing tests to insure all processes work according to predetermined goals
- Investigating problems and developing detailed suggestions for resolution of issues
- Assists management in identifying and analyzing options and recommends business process enhancements
- Assists department staff with technical issues related to the use of P2P and Finance systems

## Qualifications for financial business analyst

- Qualifications include excellent Microsoft Office skills (Excel, Macros, PPT)
- 3+ years of experience in Excel(Advanced), Visio, and MS Project

- Bachelor's degree in a finance related discipline (Accounting, Business Administration, Economics, Finance)
- Business Analyst with Financial Services Processing experience required (back office operations or tax processing)
- Hands on experience working in Agile/Scrum/Kanban environment