Example of Requirements Analyst Job Description

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Our company is searching for experienced candidates for the position of requirements analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for requirements analyst

- Conduct research, analyze information and compose system information into clear, readable documents to be used by technical and non-technical personnel
- Leads Joint Application Development (JAD) sessions
- Translates customer needs into well-specified project requirements
- Develops and documents detailed business and technical requirements, acceptance criteria
- Develops work flow diagrams and user interface mock-ups
- Maintains business and technical requirements throughout the development lifecycle
- Conducts requirements walkthroughs with the business leads
- Develops and maintains Requirements Traceability Matrix (RTM)
- Studies COTS product and develops customization requirements
- Works collaboratively with development team to review design specifications and acceptance criteria

Qualifications for requirements analyst

- Manages user and data reports and provides analysis of system effectiveness
- Documents system configuration to adhere to US GAAP and other accounting standards to minimize financial risk and impact
- Assesses system issues and recommends resolutions
- Provides functional audit support by preparing documentation

- Bachelor's Degree or Equivalent with a focus on Information Science and Technology desired, Advanced Degree preferred, or Honorable Military service