



## Business Analyst

### **JOB SUMMARY:**

The Business Analyst participates in project planning and project execution for software development projects. The Business Analyst will also be involved in the day-to-day activities of analyzing development requests, documenting the requirements, and communicating them at various levels of the organizations with the goal of creating a viable solution.

### **ESSENTIAL FUNCTIONS:**

- Pursue and develop a solid grasp of the design architecture and functionality of VISIFI's applications in order to understand, communicate, and document client needs and usage. This knowledge will be used to discuss technical and procedural solutions with the client and to create technical documentation.
- Work hands-on with client to scope the business requirements. Must listen to the client, ask the right questions to uncover all necessary information, understand their needs, strategies and their goals. The Business Analyst will clarify requests including business practices, current and future processes and data flows, including functional examples of business scenarios; they will spend time researching current trends and best practice.
- Document business requirements and produce thorough, detailed and accurate specifications including examples; requirements gathering and analysis will include: analytical techniques, data gathering techniques, current system documentation, business modeling methods, business process, rules and logic, data gathering to solve complex issues, development of implementation plans, development of requirements, and key analytical troubleshooting.
- Analyze requirements to determine the compatibility of the business needs and existing product functionality, identify gaps between the two and provide input to the user documentation of the new functionalities.
- Obtain estimates/costing information for documentation and tracking purposes, as well as updating statuses in our project tracking database.
- Assist and review test plans/scenarios developed by QA to ensure successful delivery of a project.
- Accurately assess the risks associated with each solution design/project.
- Assist in work closely with project management to ensure resources and projects are aligned, on-time, within scope and within budget; activity participate in the project scoping process with project management to achieve through scoping phase gates 90% scoping accuracy.
- The Business Analyst will also ensure that all affected stakeholders and project management have a complete and common understanding of the implications of any system changes/new features.
- Communicate effectively across the organization and client base at all levels. The Business Analyst will generate rapport with clients as well as VISIFI's Executives, Directors, Managers, and team members. They will communicate effectively in both verbal (i.e. day-to-day discussions, team meetings) and written (requirements and design specifications) form, as well as have an overall ability to be clear and concise in all communication.
- Lend support to various business and technology teams as necessary during design, development and delivery to ensure solid, scalable, robust solutions.
- Effectively manage multiple priorities.
- Perform additional job-related duties as requested.

### **TECHNOLOGY USED:**

Salesforce

JIRA

Tortoise SVN

Microsoft Office Suite, including Teams, Outlook, 365 and Excel

VISIFI applications as required



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### KNOWLEDGE, ABILITY AND SKILLS:

Candidate must possess the ability to conduct needs assessments, work on multiple projects at varying stages and have the capability to learn intricacies of VISIFI as well as third party products. The candidate should also have a vast knowledge of business analyst best practice and the ability to work as a team.

- Strong business and systems analysis skills, test planning and testing skills, troubleshooting skills and experience with numerous environments and architectures; experience with requirements management, use case and modeling tools
- Experience with applying and general knowledge of various analysis and gathering approaches, methodologies and models
- Experience working within an Agile team
- Strong knowledge and experience with a Software Development Life Cycle (SDLC)
- Demonstrated leadership and attention to detail through prior experience at strategic and tactical/implementation levels
- Ability to work on multiple projects at varying stages.
- Strong decision making/problem solving skills.
- Ability to work within and contribute to workflow processes.
- Ability to manage customer's expectations according to internal timeliness and commitments.
- Ability to take complicated or complex information and present it in a logical and concise manner
- Demonstrated thirst for keeping abreast of BA best practice (e.g. Favorite blogs, sites, setups, events)
- Understanding of the relevant industry applicable to the application (to be gained)
- Previous experience financial services (banking or credit unions) preferred but not required

### COMPETENCIES:

- **Active Listening-** Giving full attention to what others are saying, understanding the issue(s), asking appropriate questions and not interrupting.
- **Analytical-**Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- **Time Management-** Ability to prioritize work items.
- **Attendance/Punctuality—** consistently at work and on time; Ensuring work responsibilities are covered when absent; Arriving at meetings and appointments on time.
- **Initiative--**Volunteering readily; Undertaking self-development activities; Seeking increased responsibilities; Taking independent actions and calculated risks; Looking for and taking advantage of opportunities; Asking for and offering help when needed.
- **Teamwork-**Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.



## Business Analyst

**Work Environment:**

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions.

**Physical Demands:**

Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parts, etc.

**Compensable Qualifications:**

Bachelor's Degree in Information Technology or Business analyst/Project Management certification with at least one year of experience in the field. Previous experience in the financial industry is greatly desired.

***The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

Employee signature below constitutes employee's understanding and agreement of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_