



Business Analyst (New York)

Job Description:

- Liaise between the user community and technology with respect to the gathering and communication of functional business requirements for systems development.
- Perform analysis of existing systems (both manual as well as automated), and be able to decompose and document the related business concepts, process flows, data elements definitions and calculations, and screen and report layouts.
- Prepare comprehensive Functional Requirements Documents (FRDs) for development projects based on priorities and scope determined by product management.
- Create use cases and/or acceptance tests to clarify and supplement functional requirements.
- Mediate between the various interested parties (Project Sponsors, Product Managers, Development and QA) to interpret/clarify requirements and help resolve any differences that might arise as a result.
- Work cooperatively with project team members from the development and QA groups to ensure a successful outcome for the project.
- Assume the role of proxy for the Product Manager in his/her absence in regard to business requirements.
- Take on multiple projects simultaneously as needed.
- Develop subject matter expertise in the business areas/functions covered by assigned projects.

Qualifications:

- Must possess strong analytical and communication (both verbal and written) skills.
- Must be a team player and be willing to take direction.
- Must be a creative problem solver and a self-starter.
- Must have experience in business analysis and familiarity with the Software Development Life Cycle.
- Must have some experience with Financial Services.
- Background/experience in Credit Derivatives is highly desirable, but not mandatory.
- Bachelor's degree required.
- Proficiency with the Microsoft Office suite of tools is essential, especially Word, Excel, Powerpoint and Visio.
- Must demonstrate excellent documentation skills (provide a returnable sample of writing style for review).