

## CONFIDENTIAL

Job Description  
F-HR-005 rev A



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### New Hire ERP Business System Analyst

**FLSA:** Exempt  
**Revision Date:** 9/10/2018

**Dept:** Information Technology  
**Reports to:** Donna Lidgett

**Job Summary:** The Business Systems Analyst collaborates with the IT and business development teams to implement the Enterprise Resource Planning (ERP) software by defining and fine-tuning requirements and vetting out complex scenarios. Drive projects from start to finish and support existing solutions. Delivery of solutions that meet business objectives, meet user expectations for functionality and accuracy, including implementation, design enhancements and systems configuration opportunities to improve the utilization of business applications.

The Business Systems Analyst position requires high attention to detail and be skilled in gathering information, making system improvements and documenting results. Ensuring proper inventory management, measuring and driving cost accounting efficiencies, improving logistics, and smart automation are focus areas in this position.

#### **Job Duties:**

1. Review, analyze, and evaluate the ERP system and user needs.
2. Document requirements, define scope and objectives, and formulate plans for the overall ERP business strategies.
3. Create business requirements documents/flowcharts, and diagrams.
4. Manage the ERP project working with suppliers and system business owners to ensure projects are on schedule and completed on-time.
5. Tests ERP layout to ensure the system is meeting corporate needs.
6. Create and Provide reports as requested.
7. Create, Update and maintain all ERP business forms.
8. Attend and participate in required trainings.
9. Attend and participate in department and team meetings.
10. Back-up the IT System Administrator.
11. Perform other duties as assigned.



**Responsibilities:**

1. Excellent skills in Excel, PowerPoint, ability to articulate and communicate Project updates to management.
2. Manage Code move from dev to production by collaborating with all the stakeholders.
3. Drive projects and communications between IT and Business and become a liaison between both groups.
4. Results driven – motivated and dedicated, Experience in agile methodology.
5. Analyze and document existing processes, continuously work towards improving processes from an agile delivery standpoint.
6. Assist in the creation of business requirements and facilitate discussion between IT and business.
7. Must be able to comprehend technical designs and help communicate to business.
8. Ability to orchestrate multiple teams for release management on Portal and ERP projects.
9. Detailed review and costs for proposed projects and their solutions.
10. Coordinate systems & testing teams, process managers and end users to ensure solutions are meeting business needs and the delivered functionality is what the customers want.
11. Work with testing teams and monitor progress of functional unit testing and user acceptance testing

**Qualifications:**

*Education/Experience*

- Bachelor's degree in computer science or related discipline
- 5-8 years of related work experience required as a business analyst
- CBAP certification preferred
- Experience with SQL, Report Writing Tools and ERP systems
- Familiar with relational database concepts, and client-server concepts
- Experience as a Business Analyst

*Knowledge, Skills and Abilities:*

- Possess excellent leadership skills and the ability to effectively lead and facilitate teams
- Familiar with relational database concepts, and client-server concepts

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- Exceptional time Management skills
- Excellent Project Management skills
- Excellent planning and organizing skills
- Strong attention to detail with excellent problem solving skills
- Strong analytical skills
- Ability to re-engineer work and estimate amount of time needed
- Excellent listening, verbal and written communication skills
- Exhibit a friendly and helpful manner and able to work well with others