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Job Title: Business Analyst
FLSA Status: Full-Time/Exempt
Supervisor: Director of QA & BA

Date: May 1, 2011
Department: Product Development
Job Code: PDM-11-003

Confluence is the global investment management industry's leading provider of automated data management solutions. Confluence helps investment management companies gain unprecedented control by automating the collection, creation, confirmation, and delivery of investment product data. The Confluence Unity™ platform addresses a wide range of problems—from performance measurement to customized reporting—for a full array of domestic and international products, including mutual funds, and variable products, hedge funds, and alternative investments.

Purpose

A Business Analyst is responsible for working with sponsors, subject matter experts, product managers, and user experience architects to analyze and define the business opportunity and the product outlined in a project's vision document. A Business Analyst will work on defining personas, writing scenarios or use cases, and acting as a proxy for the users by interfacing directly with developers, testers, and other roles throughout the project life cycle.

Responsibilities

- Identify stakeholders and define roles and responsibilities of stakeholders in the business analysis effort.
- Elicit requirements using interviews, document analysis, requirement workshops, survey, site visits, business process descriptions, use cases, scenarios, business analysis, tasks and workflow analysis.
- Proactively communicate and collaborate with external and internal customers to deliver functional requirement documents, approach documents, Use cases, screen and interface designs and process flows.
- Successfully engage in multiple initiatives simultaneously.
- Work independently with users to define concepts under the direction of the project manager.
- Strong analytical and product management skills required, including a thorough understanding of how to interpret customer business needs and translate them into application and operational requirements.
- Evaluate requests and determine the level of support and documentation required.
- Work with the Project Manager to plan and estimate requests.
- Understand, document, and clearly communicate business processes to internal teams and client stakeholders.
- Lead and participate in configuration workshops and other client meetings relating to requirements elicitation.
- Develop test plans to support multiple levels of testing (internal and external)



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- Validate elicitation results to ensure stated requirements match the stakeholder understands of the problem and needs.
- Define and document business use cases and quality of service requirements.
- Define and prioritize product requirements through effective modeling techniques, including but not limited to, logical data modeling, business process modeling, and sequence modeling.
- Manage changes to the solution or requirements scope throughout the project life cycle.
- Assist in product release and support.
- Other duties as assigned

Education and Work Experience

- Bachelor's degree in Management Information Systems or Computer Science required
- 5+ years experience in an analysis role responsible for understanding technical requirements in a commercial software business or a consulting practice.
- Certified Business Analysis Professional (CBAP®) Certification desired
- Unified Modeling Language (UML) experience or equivalent required
- Requires a minimum of three years Business Analysis experience in enterprise software development
- Ability to lead a cross-functional team to ensure achievement of strategic objectives
- High creativity with the ability to define and solve problems using strategic, quantitative, and abstract abilities with a tolerance for ambiguity
- Ability to learn independently and work with a high degree of autonomy
- Attention to detail and thoroughness with sound planning and project management skills
- Excellent written and verbal communication and presentation skills

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To apply for this position, please send a cover letter (including job code) and resume.

Attn: Human Resources
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