



Job Title: Business Systems Analyst

Div/Dept: Finance

Reports to: Vice President, Finance

Exempt	Full-Time
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I. PURPOSE OF THE JOB

The Business Systems Analyst plans and directs analysis of business problems to be solved with automated systems. They also develop, write, and edit systems-related technical and business documentation. The Business Systems Analyst will command meetings and coordinate peers to accomplish projects and resolve problems. He/she must be a self-starter and self-sufficient requiring minimal supervision of day to day issue tracking & resolution. The ideal Business Systems Analyst will possess a unique blend of technical, business, and people skills. He/she provides business systems analysis and support for a multitude of applications used by MLSC. He/she plays a key role as a subject matter expert and technical consultant throughout the lifecycle of the applications. The Analyst is heavily involved in planning, implementation, production support and maintenance as well as providing relevant training to the users.

II. FUNCTIONS AND RESPONSIBILITIES

- Responsible for the maintenance and general software configuration of current MLSC systems (Microsoft Dynamics 365 CRM, Smart Simple, Adaptive Insights) for the users of the systems. In addition, responsible for documenting system issue logs, resolving system problems, developing financial reports, ensuring integrity of the data.
- Responsible for project management of a new ERP systems implementation.
- Work with Finance team to improve on financial reporting capabilities, including metric tracking and reporting, building reporting models that is easy to use and analyze.
- Consistently train non-technical users and be a champion of continuous process improvement.
- Understanding of internal control procedures as well as segregation of duties.
- Demonstrated leadership skills mentoring non-technical team members and leading meetings.
- Demonstrated ability to effectively work both independently and within cross functional teams.
- Document and design current and future IT enabled solutions and drive all relevant business analysis to ensure the most effective recommendations are made for successful solution and project plan completion.
- Excellent interpersonal skills and written communication skills to frequently interact with all levels of the organization.
- Ability to interpret technical documentation to meet business needs. Correctly identifies system / functional interdependencies;
- Ability to self-manage projects within tight timeframes and dynamic priorities.
- Accurately translating business requirements into system functionality requirements. High aptitude for interpreting technical documentation as well as authoring or updating documents as needed.

- Ability to become a process and subject matter expert, presenting ideas in a focused and concise manner.
- Ability to create compelling business justification for recommended direction and design.
- Extensive experience interpreting user needs and writing functional specifications for new systems, systems changes and / or system enhancements.

III. SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities.

IV. KNOWLEDGE AND SKILLS

- Bachelor's degree required.
- Experience with ERP including General Ledger implementation required.
- Experience with government, higher education or nonprofit industry, in particular regarding grant award management lifecycle.
- Appropriate understanding of computer architecture.
- Experience and knowledge of Adaptive Insights required.
- Knowledge of Microsoft Dynamics 365 CRM and Smart Simple (GMS 360) preferred. □ Strong communication skills.
- Attention to accuracy.
- Database experience.
- Highly analytical with strong report and model building skills
- Advanced Excel & PowerPoint capabilities

V. EXTENT OF PUBLIC CONTACT

- Interaction with vendors throughout regular course of the daily responsibilities.

VI. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. The employee is frequently required to sit, stand, walk, talk, or hear; must be able to operate office equipment; occasional reaching above shoulder heights or below the waist; lift and/or move up to 15 pounds as required to file documents or store materials during the workday. The employee is occasionally required to use hands to finger, handle, or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision and color vision. Must be able to effectively communicate orally and in writing; must be able to establish and maintain professional interpersonal relationships. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VII. WORKING CONDITIONS AND ENVIRONMENT

The work is performed primarily in an office setting. The noise level in the work environment is moderate.

- Must be able to work a regular work schedule of 9 a.m. – 5 p.m. □ Occasional adjustments to schedule may be required
- Some local and domestic travel required (no more than 15 percent)

No agencies please

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