



SUNDANCE GROUP, INC.

On behalf of our client -- we're pleased to be recruiting for the following position:

~ **BUSINESS ANALYST** ~

Location Bradenton, FL & San Leandro CA | **Reporting to** Director of Relationship Management

These are outstanding opportunities to work within one of the nation's largest providers of human resources outsourcing solutions for small businesses.

The Business Analyst (BA) is solely responsible for the analysis, design and development of the necessary requirements to support system development efforts for a specific business unit. The BA manages and coordinates these activities from beginning to end through the use of best practices focused on problem solving, requirements gathering, analytical assessment and project management.

The BA meets with end users (managers, department heads) and conducts user requirements gathering interviews to determine all necessary functional/business requirements. Develops and documents system objectives, interface requirements, integrity requirements, performance and operational requirements. Works with various IT team members to develop required functional specifications and obtain necessary development and testing resources. Updates functional specifications, as required, to include enhancements and/or version upgrades. Develops time & cost estimates and project timelines, performing the role of Project Manager as required. Develops process flow charts for use by applications developers and as a section of the functional specifications. Reviews organizational structure, analyzes business functions and responsibilities, and assesses potential organization changes. Recommends fulfillment options and/or change strategies, as required.

Functional Responsibilities

Analytical & Design

- Develops and maintains an intimate understanding of business operations
- Demonstrates aptitude in logical and analytical thinking, as well as display strong problem solving skills
- Demonstrates sound business sense and ability to see "the big picture"
- Understands how to use technology to competitive advantage and to solve business issues
- Works collaboratively with IT and business to provide project estimates for cost-benefit analysis
- Identifies opportunities for operational efficiency through automation and core PeopleSoft utilization

Leadership

- Ability to influence and direct both business and IT resources on the right direction/approach to take
- Proactively works with the business to determine fulfillment options and ensure alignment, understanding and confidence
- Takes ownership of critical decisions, leading to resolution on behalf of the business unit
- Set standards of excellence for themselves and for their team
- Challenges the business to ensure the team is working on the right things based on empirical information (ROI, ability to execute, etc.)
- Maintains visibility across all levels of their respective business unit and establishes themselves as a trusted advisor

Project Management

- Defines project plans / objectives for items responsible for delivering and executes according to best practice methodologies and IT process standards
- Assesses project requirements and works with resource managers and other PMs to allocate resources
- Ensures project success through team alignment towards project objectives and expected results
- Provides primary interface with business regarding project initiation, application, issues resolution and progress
- Coordinates the development of necessary project documentation and standards required for audit trails, procedures, policies and best practices
- Consistently anticipates project needs and prepares for internal/external resources to support technical, legal, reporting, systems, or other business specifications to fulfill goals and objectives.

Communication

- Demonstrates strong oral communication skills, including the ability to effectively interact with business partners and internal team members
- Demonstrates strong written communications skills, including the ability to produce clear and concise recommendations, business requirements and/or functional specifications
- Facilitates large scale meetings with all levels of the company, clearly articulating objectives and identified next steps
- Communicates technical issues to non-technical people
- Negotiates and resolves conflicts between the business and IT
- Interacts with all levels of the company with patience, courtesy, diplomacy and professionalism

Skill Profile

The BA must possess subject matter expertise in both the business and related technologies. The position requires the ability to understand the business sufficiently to be able to document requirements and functional specifications so they can easily be executed on.

Attention to detail, good analytical and problem solving skills and critical thinking are essential. In addition, being a self starter/motivator and having a proactive and strategic mindset are a must.

Interpersonal Skills

- Strong Written and Verbal Communication Skills
- Strong Collaboration / Coalition Building Skills
- Strong Leadership / Management Skills

Qualified candidates must currently have a legal right to work in the United States without restriction or sponsorship. Please note that relocation assistance is not being offered for this position. This is a full-time opportunity.