



**XEC Solutions, LLC**

Expedite. Experience. Exposure.

## **Business Systems Analyst**

### **General Function**

Under general supervision, develops, tests, documents, and maintains reports and business work flows based on specifications provided. This is an entry-level position that is staffed by personnel who have had sufficient educational background and/or experience to qualify them.

### **Representative Duties**

- Develops, enhances, and tests reports based on specifications. Can write simple to moderate SQL queries.
- Performs workflow analysis and recommends quality improvements.
- Communicates and interacts with customer contacts/liaison to increase efficiency and functionality of software applications.
- Documents applications, technical specifications and user manuals.
- Maintains current technology expertise.
- Performs other related duties as assigned.

### **Minimum Qualifications**

Bachelor's Degree from an accredited institution in Computer Science or Business Administration with one year experience in problem analysis. Related experience in system analysis/performance may be substituted for the education on a year-for-year basis.