



Business Systems Analyst (Exempt)

DEPARTMENT: REPORTS TO:
Director, Information Technology

OVERVIEW: Works with Firm to identify information problems and needs by analyzing and developing requirements; working closely with the Firm's business components and IT development on designing computer programs and recommending system controls and protocols to address Firm information gaps. Reviews, analyzes, and evaluates business systems and user needs. Documents requirements, defines scope and objectives.

ESSENTIAL FUNCTIONS:

- Reviews, analyzes, and evaluates business systems and user needs. Documents requirements, defines scope and objectives, and recommends systems/system designs to parallel overall business strategies with a focus on reporting to reflect business outcomes
- Provides train the trainer and customer training of features and functionality as needed
- Familiar with a variety of the field's concepts, practices, and procedures
- Relies on extensive experience and judgment to plan and accomplish goals
- Determines operational objectives by studying business functions; gathering information; evaluating output requirements and formats
- Analyzes requirements, constructs workflow charts and diagrams and studies system capabilities
- Improves systems by studying current practices; designing modifications
- Recommends controls by identifying problems; writing improved procedures
- Maintains system protocols by writing and updating procedures
- Maintains user confidence and protects operations by keeping information confidential
- Prepares technical reports by collecting, analyzing, and summarizing information and trends
- Contributes to team effort by accomplishing related results as needed
- Software Documentation, Software Requirements, Analyzing Information, Teamwork, Software Maintenance, Written Communication, Promoting Process Improvement
- Project management skills desirable

REQUIRED KNOWLEDGE:

- Excellent written and verbal communication skills
- Experience in dealing with interpersonal situations
- Ability to work at all levels of the business
- At least 5+ years direct experience working with business leaders to drive meaningful metrics, preferably at a law firm.

EDUCATION/CERTIFICATIONS:

- At least 5+ years of experience in the field
- Bachelor's Degree preferred and/or equivalent combination of relevant education and/or experience

WORKING HOURS:

Work may require more than 40 hours per week to perform the duties of the position. Work may require travel.

WORKING CONDITIONS:

Overtime is possible and may be expected to perform the essential functions of the position. Work is performed in a normal heated or air-conditioned office environment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.
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