

BUSINESS ANALYST

QUALIFICATIONS

- **Bachelor's Degree Preferred**
- **Minimum of 3 Years of Professional Experience in Information Technology, Finance Administration, Grants Management, Procurement, or Management Fields Required**
- **For Senior Level: Minimum of 5 Years of Technical Business Analysis Experience**

JOB DESCRIPTION

As a Business Analyst Consultant, you will receive on-the-job learning experiences and work collaboratively as part of a high-performing team. A few examples of Key Responsibilities in this role are:

- **Understand business needs, assessing the business impact of applicable changes, and capturing, analyzing, and documenting stakeholder requirements.**
- **Lead and support the communication and delivery of requirements with relevant stakeholders.**
- **Analyze and document requirements for information and data, including data entry, data sharing, and data flows.**
- **Gather, analyze, document, and validate user and client requirements.**
- **Create, analyze, and validate detailed functional and technical specifications.**
- **Create process maps, requirements traceability matrices, use cases, and other appropriate business analysis documentation based upon project needs.**
- **Lead and assist in business process analysis, re-design, and documentation.**

BENEFITS

- **3 Weeks of Paid Time Off**
- **Sick Leave**
- **100% Employer Provided Health Plan**
- **Relaxed, Informal Work Atmosphere**
- **Ability to Work at Our Office, Remotely, or On-Site (Depending on Engagement)**
- **Employee-Friendly Culture That Prioritizes Work-Life Balance and Employee Health**

ABOUT CANOPY

Canopy Management Consulting Group was established in 2020 to utilize extensive industry experience and harness technological innovation to drive client success. We've seen and experienced how complex business and governmental issues can result in significant organizational cost and, just as importantly, negatively impact customer experience. We don't just work to provide our clients with answers; we guide them through the real impacts of change that can be the difference between success and failure. We have extensive experience in the public and private sectors, and our specialty consulting areas include information technology, grants management, finance and administration, procurement, and organizational change management.