CLARK ATLANTA UNIVERSITY
Job Description

Position Title:	Business Analyst- Finance
Department:	Budgeting and Financial Planning
Reports To:	VP Finance and Administration

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

We are seeking a highly skilled and experienced Business Analyst with specialized knowledge in Banner Finance to join our team. The ideal candidate will play a critical role in enhancing our financial management systems and processes, facilitating data-driven decision-making, and ensuring the efficient and accurate management of financial resources. If you have a deep understanding of Banner Finance and possess strong analytical and communication skills, we invite you to apply for this exciting opportunity.

Examples of Duties and Responsibilities:

Banner Finance Expertise:

➢ Leverage in-depth knowledge of Banner Finance software to optimize and streamline financial operations.
➢ Provide subject matter expertise in configuring, maintaining, and enhancing Banner Finance modules.
➢ Ensure the Banner Finance system aligns with organizational requirements and regulatory compliance.

Financial Data Analysis:

➢ Analyze financial data, trends, and performance metrics to identify opportunities for improvement.
➢ Generate actionable insights through data-driven reports, dashboards, and visualizations.
➢ Collaborate with stakeholders to define key performance indicators (KPIs) and monitor financial performance.

Requirements Gathering and Documentation:

➢ Work closely with business units to gather and document their financial system requirements.
➢ Translate business needs into detailed functional specifications for system enhancements or new implementations.
➢ Maintain accurate and up-to-date documentation related to Banner Finance configurations.

System Implementation and Integration:

➢ Participate in the design, testing, and implementation of Banner Finance system enhancements and updates.
➢ Collaborate with IT and other teams to ensure seamless integration with other systems.

➢ Conduct system testing and quality assurance to ensure optimal system performance.

Process Improvement:

➢ Identify opportunities to streamline financial processes and promote efficiency.
➢ Recommend process improvements and participate in their implementation.
➢ Support the development and documentation of best practices and standard operating procedures.

User Training and Support:

➢ Provide training to end-users to maximize their proficiency in using Banner Finance.
➢ Offer ongoing support and troubleshooting to address system-related issues.
➢ Serve as a liaison between end-users and technical teams, facilitating effective communication.

Compliance and Security:

➢ Ensure compliance with financial regulations, policies, and procedures.
➢ Implement security measures to protect financial data and maintain data integrity.
➢ Stay up-to-date with Banner Finance software updates and industry best practices.

Knowledge, Skills and Abilities:

- Proven experience as a Business Analyst with specific expertise in Banner Finance.
- Strong understanding of financial management principles, financial reporting, and accounting practices.
- Excellent analytical, problem-solving, and critical-thinking skills.
- Exceptional communication and interpersonal skills to work with cross-functional teams and stakeholders.
- Proficiency in data analysis and visualization tools.
- Project management experience is a plus.

Minimum Hiring Standards:

Education	- Bachelor's degree in Finance, Business, Information Technology, or a related field - Master's degree preferred
Years of Experience	- Minimum 5 years' experience working with Ellucian Banner platform, or similar ERP system.
Years of Management/Supervisor Experience	

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