



SR. BUSINESS ANALYST

AAG is seeking a Sr. Business Analyst to provide process and system support to our internal customers. This position serves as the liaison between the business units and the technical teams; this is a functional role and must have great communications skills, as well as strong requirements gathering and documentation skills. Under general direction, formulates and defines systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements.

Essential Functions:

- Analyze and recommend process improvements to determine best practices and makes recommendations to management on how to improve current practices and processes and solve issues related to business unit
- Re-engineer existing solutions to improve stability, increase flexibility, and reduce total cost of ownership.
- Analysis of business and user need, documentation of requirements, and translation into proper system requirements specifications.
- Supports the successful implementation of the company's proprietary software.
- This position also requires the ability to document business processes through workflow design, training procedures, and standard operating procedures.
- Assist others with conducting business research by gathering data, identifying options, performing cost-benefits analyses, and creating non-routine reports with detailed analyses and/or proposals to create or revise management policies, business processes and services provided to customers.
- May serve as a subject matter expert on the specified system(s) or application(s) and serve as a point of contact between the business unit and Information Technology.
- May act as the liaison between the division and vendors, including the integration of vendor tasks, as well as track and review vendor deliverables.

Minimum Qualifications (Knowledge, Skills and Abilities)

- Bachelor's Degree or equivalent experience.
- 5 years related experience with emphasis in mortgage lending.
- Knowledge of system development life cycle (SDLC) and Agile development.
- Knowledge of general business processes and functions preferable in the mortgage industry.
- Strong analytical, interpersonal, communication, problem solving, research skills and self-motivator.
- Demonstrated ability to interpret and apply standard policies, procedures and other established guidelines.

- Ability to effectively present information and respond to questions from groups of managers, clients, and customers and interact and present to Senior Management.
- High level of proficiency with MS Office suite to include Visio.
- Excellent written and oral communication skills.