Business Analyst

Baltimore, MD, USA   Full Time

JOB DESCRIPTION

Join **Advanced Metrics** as a **Business Analyst** and use your passion to develop and implement innovative software solutions that have a true impact on the well-being of communities and individuals. Please email a letter of interest and resume to: careers@ametrics.org.

The **Business Analyst** will work alongside other business analysts and report directly to the Chief Executive Officer. The Business Analyst tasks will include performing detailed requirements analysis, documenting processes, and performing some user acceptance testing. The Business Analyst should have a natural analytical way of thinking and be able to explain difficult concepts to non-technical users. Further, the role as Business Analyst will require a deep understanding of the connection between business operations and technology for potential and existing clients across all of our products. This will include needing to be aware of the latest trends in technology to be able to develop the best solutions for their project teams.

Job Duties and Responsibilities Include:

- Evaluating customer business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions.
- Leading ongoing reviews of business processes and developing optimization strategies.
- Staying up-to-date on the latest process and IT advancements to automate and modernize systems.
- Embodying project management best practices in day-to-day work.
- Conducting meetings and presentations to share ideas and findings.
- Performing requirements analysis.
- Documenting and communicating the results of your efforts.

- Effectively communicating your insights and plans to cross-functional team members and management.
- Gathering critical information from meetings with various stakeholders and producing useful reports.
- Working closely with clients, technicians, and managerial staff.
- Providing leadership, training, coaching, and guidance to junior staff.
- Maintain cost efficiency by managing to project scope.
- Ensuring solutions meet business needs and requirements.
- Performing and coordinating user acceptance testing.
- Managing projects, developing project plans, and monitoring performance.
- Updating, implementing and maintaining procedures.
- Prioritizing initiatives based on business needs and requirements.
- Serving as a liaison between stakeholders and users.
- Managing competing resources and priorities.
- Monitoring deliverables and ensuring timely completion of projects.

Required Knowledge, Skills and Abilities:

- Advanced technical skills.
- Project management proficiency.
- Excellent documentation skills.
- Fundamental analytical and conceptual thinking skills.
- Experience creating detailed reports and giving presentations.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- A track record of successfully completing commitments on time and within budget.
- Excellent planning, organizational, and time management skills.
- Experience leading and developing top performing teams.
- A history of leading and supporting successful projects.

Hours/Locations:

- Full-Time (40 hr/wk) Flexible Schedule.
- Advanced Metrics has offices in Lancaster, PA and Baltimore, MD, though we are able to hire staff living in PA, MD, NJ, SC, and GA to work on a fully remote basis. Must be able to travel occasionally to Lancaster, PA and Baltimore, MD for meetings. If you have any questions about location or remote work, you can reach out to hello@ametrics.org for additional information.

Advanced Metrics Team Members Experience Benefits Such As:

- Competitive Salary
- Medical Plans
- Wellness Opportunities

- Opportunities for Advancement
- Pride in Working for a Mission Driven Company
- Support to Meet Professional and Life Goals

About Advanced Metrics:

Advanced Metrics, an affiliate of Community Services Group (CSG), is a mission driven Certified Benefit Corporation. Our team of professionals adheres to a core set of values - Trust, Quality, Mindfulness, Happiness, Integrity, Goodwill, Grit, and Partnership - that compel us to be more than a software company and guides our daily aim to Make Data Human. We believe that collected data should be of value and utilized in a straightforward and uncomplicated manner and that data collection and utilization seamlessly integrated into a practitioner's daily routine, enhancing measurement-based decision making and ultimately improving patient outcomes.

Qualifications:

- A bachelor's degree in business or software industry related field or an MBA.
- A minimum of 5 years' experience in business analysis or a related field.
- Exceptional analytical and conceptual thinking skills.
- The ability to influence stakeholders and work closely with them to determine acceptable solutions.
- Knowledge and familiarity with HIPAA and operational data security.
- Must have the ability to obtain clearances as defined by regulations.
- Must have a valid driver's license, good driving record, and access to a reliable vehicle to attend client trainings and meetings.
- Other special requirements will be determined based on the needs of the position.

If you are interested in joining a multidisciplinary team of professionals dedicated to the Advanced Metrics Mission and Visions apply today!

Advanced Metrics & Community Services Group (CSG) are proud to be Equal Opportunity Employers supporting Workforce Diversity.

Please email a letter of interest and a resume to Advanced Metrics at: careers@ametrics.org

Posting: February 28, 2022