



Business Analyst

Are you looking to be part of a growing organization? Are you looking for a place to turn your ideas into solutions? Well look no further, at MetroStar Systems Inc., a Microsoft Gold Certified Partner; we have what you are looking for, a fast paced, friendly environment with incredible growth potential. We offer the ability to work with cutting edge Microsoft technology, personalized career development plans and the opportunity to become the next Metro"STAR."

Job Description:

The business analyst performs business analysis by interacting with users and Insurance applications (such as the Insurance Administration System (IAS), Member Center, etc.), effectively and applying structured analysis principles to produce quality functional requirements specifications. The analyst assists the technical development team in translating the functional requirements into technical design and programming specifications. The analyst oversees, coordinates, and is involved in testing phases and testing tasks to validate that the application development changes and new functionality meet the original specifications.

The analyst develops and maintains an understanding of the needs of the users from a business and technical perspective. The analyst reports directly to the CIO while working closely with business users and stakeholders to capture and convey business requirements and see them through implementation. The business analyst acts as a liaison between the business users and the technical development team.

Scope of Responsibility:

- Knows the formal and informal departmental goals, standards, policies and procedures.
- Is sensitive to the interrelationship of both people and functions within the Association.
- Develops and maintains knowledge of departments, and existing systems, processes, procedures, and products.

Analysis and Solution Definition (75%):

- Works with internal and external resources to define business requirements and coordinate system enhancements.
- Assists in the development of solutions and recommendations for business requirements and business rules.
- Provides extensive knowledge of business processes to define and implement business solutions.
- Participates in feasibility, enterprise impact, and cost/benefit analysis.
- Executes recurring, scheduled, or ad-hoc system parameter changes within change control methodologies.

Please send your resumes to:

Email: HR@MetroStarSystems.com | Phone: 703.481.9581 | Fax: 703.481.9511



Business Analyst (...Continued)

- Completes testing, implementation and communication plans for new or modified system parameters, options, product details, and system outputs.
- Performs post-implementation testing, monitoring, and reporting to ensure functionality.
- Reviews applicable system updates for functionality impacts or enhancements and coordinates changes with the technical team.
- Conducts overall periodic review and testing of system parameters, options, product details, and system output to ensure accurate output and compliance with regulatory and/or audit guidelines.
- Participates in development and testing of Business Continuation Plans for applicable systems and processes.
- Maintains status and reports for all completed, on-going or future initiatives. Completes all documentation and retention processes and procedures.
- Gathers and prepares detailed current and desired business processes for high priority projects; documenting and communicating business and functional requirements specifications.
- Provides business process support and subject matter expertise to various levels within the association by gathering, reviewing and editing requirements, specifications, business processes and providing recommendations for proposed solutions.
- Ensures issues are identified, tracked, reported on and resolved in a timely manner.
- Updates the SharePoint portal with issue details (new requests, changes, resolutions).
- Assesses business value and contribute to development of business cases for new projects
- Develops expertise with ACORD standard Life, Annuity & Health data model and data collection requirements, form models and archival stipulations.

Operational Support (25%):

- Defines/documents/tests/implements business processes for operational tasks and issues.
- Assist in daily and month end processing activities as they relate to core insurance process.
- Assist the Helpdesk in resolution of system and/or operational issues including ad hoc queries and reports.

Knowledge & Skill Areas:

Functional:

- Subject Matter expert in the Life Insurance Industry Area – business process and function, LOMA, etc.
- Knowledge of process analysis and documentation, logical data modeling and requirements gathering methods.
- Strong understanding of the software development and implementation lifecycle.
- Possesses the ability to create and translate business/process specifications into business rules.
- Understanding of and experience with contemporary analysis and system development methodologies and techniques (Use Cases, process modeling, data modeling, etc.).
- Knowledge of how to anticipate user needs and perform requirements analysis based on executive direction.

Please send your resumes to:

Email: HR@MetroStarSystems.com | Phone: 703.481.9581 | Fax: 703.481.9511



Business Analyst (...Continued)

Technical:

- Technical - Extensive knowledge of Insurance/Policy Administration Systems.
- Microsoft Products: Visio, PowerPoint, Word, Excel.
- Some SQL background.
- Exposure to XML, UML

Company Benefits:

- Paid Time Off
- Training Allowance
- Medical/Dental/Life Insurance
- 401(k) Plan

About MetroStar Systems, Inc.

For the past ten years, IT service and innovation provider, MetroStar Systems, Inc., has transformed from a small start-up into one of America's Fastest Growing Companies (2008), as ranked by Inc. Magazine. This vast and diverse experience allows MetroStar to provide its clients with agile, collaborative solutions designed to integrate people, processes, technology, and learning across an organization and geographic boundaries through six major service groups: Portal Strategy and Integration, Enterprise Infrastructure Support, Business Intelligence, New Media Technology, Training & Education, and Custom Development.

Please send your resumes to:

Email: HR@MetroStarSystems.com | Phone: 703.481.9581 | Fax: 703.481.9511