



## **Business Analyst**

### **Company background:**

PEF Services provides high-value, high-touch Fund Administration solutions supported by senior professionals with extensive experience in alternative investments. Based in West Orange, NJ, PEF has a 15-year track record of delivering cost-effective solutions to Funds and General Partnerships, including Buyout, Venture, Real Estate, Special Purpose Vehicles, Mezzanine, Credit, SBIC, and Fund of Funds. The firm's LP Administration Solutions Group (LPAS) focuses solely on meeting the unique administration and data needs of limited partners investing in illiquid alternative assets.

At PEF, experience, technology and fund administration come together with a team that's second to none. By hiring the best and promoting from within, we have built one of the most skilled and respected teams in the industry. Join us, and become part of a team that's driving PEF ahead in a fast-paced fund administration marketplace.

### **Position Overview:**

PEF Services' IT department plays a vital role in providing clients and internal business units with tools that greatly enhance their business experience. The IT department currently supports two proprietary applications and is continually met with the challenges of a growing client base and expanded services. Our solutions focus on business relevancy, cost effectiveness and timeliness with a focus on increased efficiency and productivity to provide PEF Services with the edge it needs to strongly compete in the marketplace. As part of this effort, PEF Services is seeking a Business Analyst with approximately 5 years of experience. The candidate will manage multiple deliverables ensuring superior business requirements gathering through documentation, communication and product management skills.

### **Responsibilities**

- Build and maintain relationships with business units and product development teams.
- Display a thorough understanding of stakeholder's business so that functional requirements can be defined.
- Develop an intricate understanding of other business processes in order to recommend viable solutions and to build business requirements as the firm grows its' technologies, products and services.
- Develop a comprehensive awareness and understanding of technology capabilities for proprietary applications.
- Collect, write formal specifications and communicate functional requirements between development teams and business units to design and implement business solutions.
- Proactively communicate and collaborate with external and internal clients to analyze information needs and functional requirements and deliver the following items as needed: Functional requirements / Business Requirements Document, Use Cases, Screen and Interface designs, Flow charts and Report formats.
- Drive and challenge business units on their assumptions of how they will successfully execute their plans.
- Work with business units to conduct internal product training sessions and generate product summaries / reference materials to introduce client facing departments to new product features and functions.
- Aid product team members with quality assurance, and help desk support.
- Monitor project progress by tracking activity, resolving problems, publishing progress reports and recommending actions.

- Use a structured requirements process to assess near-term needs.
- Identify business priorities and advise business stakeholders on options by collaborating with solution architects and technologists.
- Apply scope management and ensure that change management processes are adhered to.
- Work with the product development team to ensure that the acceptance criteria are met and the application meets project objectives/customer expectations as defined by the product owner.
- Successfully engage in multiple initiatives simultaneously.

**Required skills**

- Must have a core competency in business analysis and have received some formal training.
- Must have experience working on a large scale project implementing software and process solutions.
- Must have processing mapping/modeling experience of at least one standard (ex: BPMN).
- Must have experience of one or more software delivery methodologies such as Agile.
- Must have excellent verbal and written communication skills.
- Must have excellent presentation skills.
- Must have excellent customer engagement skills.
- Must have basic understanding of solution architecture.
- Must have experience in a project based business analyst role.
- Must have strong organizational skills.
- Must have strong analytical and product management skills, including a thorough understanding of how to interpret customer business needs and translate them into application and operational requirements.
- Must have the ability to interact professionally with a diverse group of executives, managers, and subject matter experts.
- Knowledge of or experience with financial systems is a plus.

**Desired skills**

- Experience in UML or other formal requirements capture methodologies.
- Experience with UML toolsets such as Enterprise Architect, Rational, Magic Draw or similar.
- Fluency in MS-Office and Visio

**Education:**

Bachelor’s degree in related field, or equivalent work experience.

**Work Environment:**

Candidates will need to manage and prioritize multiple projects in a fast-paced environment. Candidates must be comfortable working in a small, privately held company that emphasizes customer service, professionalism, ongoing learning and accountability.

**Compensation:**

We pay a competitive salary and bonus, and offer a strong benefits package that includes health insurance, dental/vision, 401k plan/profit sharing plan, paid holidays, 17 days of paid time off, and more. We also have a strong emphasis on professional training, including webinars, “lunch and learn” in house sessions and other external training.

**Application Procedure:**

Applicants must include a resume and a detailed cover letter – with salary history and requirements – explaining career objectives, qualifications, and academic achievement. Also highlight your relevant skills, experience, and software abilities. Please forward resume to [Jackie.DeCataldo@pefservices.com](mailto:Jackie.DeCataldo@pefservices.com). PEF is an equal opportunity employer.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.