Business Analyst

We are seeking a **Business Analyst** to join the Confirmation.com team in our Delray Beach, Florida office. This position is responsible for proactively collaborating with the product team, business owners, and technical teams, to analyze information needs and functional requirements to deliver an effective solution. The qualified candidate will have a minimum 3 to 5 years of Business Analyst experience and online industry and user interfacing applications.

Responsibilities
- Evaluate all information gathered, decompose high-level information into details, and distinguish user requests are meeting the underlying need.
- Document requirements through Epics, Features and User Stories within the Team Foundation Server (TFS) application.
- Coordinate requirement walk-throughs and sign-offs with technical and business teams.
- Liaison between internal business units, technology teams and support teams.
- Liaison between external API customer integrations, in gathering technical information and communicating statuses, issues and timelines.
- Some Project Management oversight to ensure project needs/goals/deadlines are met.
- Assist technical teams with agile methodology transition and process changes.

Qualifications
- Bachelor's degree or equivalent combination of education and experience.
- 3 to 5+ years of Business Analyst experience and online industry and user interfacing applications.
- Excellent verbal and written communication skills and the ability to interact professionally with diverse groups, executives, managers, and subject matter experts including interviewing and listening skills, with strong attention to detail.
- Strong organizational and multi-tasking skills with solid analytical skills in assessing process gaps and recommending best practice solutions.
- Ability to effectively prioritize in order to meet department goals in a fast paced dynamic atmosphere.
- Ability to facilitate meetings with multiple stakeholders, while keeping group focused and on task.
- Proficient with Microsoft products such as Excel, PowerPoint, Project, Word and Visio.
- Basic knowledge of data structures and relational databases, including ability to write simplistic SQL queries.
- Experience with security projects and working with sensitive data is highly desirable.
- Experience in Team Foundation Server (TFS) a plus.
- Experience in Agile Software development methodology a plus.

Compensation
- Compensation depends upon experience and education.

About Confirmation.com
Confirmation.com is the world's leading provider of secure online audit confirmations. Today, more than 14,000 audit firms use Confirmation.com to send audit confirmation requests to companies, financial institutions and law firms worldwide. For more information, visit Confirmation.com.