



Position Description

Position Title: Business Systems Analyst	Type of Position: Full-time Regular
Department: Information Technology (IT)	Reports to: Chief Technology Officer
Date: 11/01/2016	FLSA Status: Exempt

Position Overview

The Business Systems Analyst will provide project management support for implementing systems and tools for DoubleLine's various operational teams. This role will involve implementing systems for workflow and process automation, document management and team collaboration.

The ideal candidate should have experience using and building sites in Sharepoint or other portal tools, as well as experience and desire to work in capital markets.

Job Functions

- Responsible for analysis, translation and defining business requirements.
- Responsible for working with developers to implement software solutions.
- Responsible for testing the functionality of applications and reports that are developed.
- Interface directly with end users to determine system requirements.
- Assist in documentation of systems and processes.

Qualifications

- BS in MIS or BA in Business Administration or related field.
- Minimum 5 years of experience working in application development and integration.
- Minimum 3 years of experience working in capital markets preferred.
- Experience documenting and defining processes.
- Experience with workflow automation tools.
- Experience with Sharepoint or similar Intranet/Portal tools.
- Proficiency in Excel, Access, and VBA is preferred.
- Experience with Microsoft SQL and SSRS is preferred.
- Outstanding initiative, work ethic and attention to detail.
- Excellent interpersonal, written and verbal communication skills.
- Able to work independently, with appropriate guidance, in a deadline-driven environment.
- Team-oriented and must possess strong integrity and professionalism.
- Strong analytical and quantitative skills and the ability to identify problems and offer solutions.

NOTE: The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

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