



***Fast growing Healthcare SaaS Compliance Solution provider in the Medicare/Medicaid/Commercial space is seeking a Business Analyst to join our team.***

**Who We Are:**

Beacon Healthcare Systems Inc. is an exciting software as a service (SaaS) company thriving in the healthcare space. We provide compliance and regulatory software modules for applicable stakeholders in the health insurance industry.

**Why Work Here?**

- Bridge the gap between business needs and technology solutions in a mission critical healthcare compliance platform.
- Work directly with stakeholders, engineers, and product teams to shape how the product evolves.
- Make a tangible impact in a fast-growing SaaS company where your analysis drives real decisions.
- Competitive compensation, remote flexibility, and a collaborative culture that values curiosity and rigor.

**Role:** Business Analyst

**Location:** Remote

**Compensation:** \$85,000 - \$97,000 per year plus benefits and bonus

**Description:**

Our ideal candidate is an experienced Business Analyst who excels at gathering, documenting, and translating complex business requirements into actionable technical specifications. You have a natural ability to bridge the communication gap between business stakeholders and engineering teams, and you bring a structured, analytical approach to problem-solving. You are detail oriented, intellectually curious, and energized by the challenge of improving processes and products in a regulated healthcare environment. This role plays a critical part in supporting new product implementations, client deployments, and coordinated release activities. This position reports to the Director of Implementations.

**Responsibilities:**

**Requirements Gathering & Documentation**

- Elicit, analyze, and document business requirements through interviews, workshops, surveys, and process observation with stakeholders across the organization.
- Translate business needs into clear, detailed functional specifications, user stories, acceptance criteria, and process flow diagrams.

- Maintain and manage a requirements repository, ensuring traceability from business need through to delivery and testing.

### **Process Analysis & Improvement**

- Analyze existing business processes, workflows, and systems to identify inefficiencies, gaps, and opportunities for improvement.
- Develop as is and to be process maps, gap analyses, and business cases to support technology investment and process change decisions.
- Collaborate with product and engineering teams to ensure solutions are technically feasible, scalable, and aligned with business objectives.

### **Stakeholder Collaboration**

- Serve as the primary liaison between client business stakeholders and the engineering and product teams throughout the project lifecycle.
- Facilitate requirements review sessions, design walkthroughs, and user acceptance testing (UAT) with business owners.
- Communicate project progress, requirement changes, and risk implications clearly to all relevant stakeholders.

### **Quality & Delivery Support**

- Support new product implementations by documenting and implementing client specific configuration needs, integration requirements, and deployment considerations.
- Partner with and support client deployments including validation and troubleshooting.
- Participate in release planning and coordination ensuring new features are properly documented, tested, and aligned to client deployment schedules.
- Support QA teams by reviewing test plans and test cases to ensure alignment with documented requirements and acceptance criteria.
- Participate in sprint ceremonies including backlog grooming, sprint planning, and sprint reviews in an Agile development environment.
- Produce post implementation reviews and lessons learned documentation to drive continuous improvement.

### **Education and Experience:**

- Bachelor's degree in Business Administration, Information Systems, Computer Science, or a related field.
- Minimum 5 -10 years of business analysis experience in a SaaS, technology, or healthcare IT environment.
- Proven ability to gather and document complex business requirements and translate them into technical user stories and functional specifications.
- Strong proficiency with business analysis tools and techniques including process mapping, use case development, and gap analysis.
- Experience working in Agile/Scrum environments; familiarity with tools such as Jira, Confluence, or Azure DevOps.
- Excellent communication and facilitation skills; ability to lead workshops and present findings to executive stakeholders.
- CBAP (Certified Business Analysis Professional) or PMI-PBA certification preferred.
- Experience in healthcare, insurance, or regulated software environments is a strong plus.

**Personal Competencies:**

- Strong analytical and critical thinking skills with the ability to deconstruct complex problems and identify root causes.
- Exceptional written and verbal communication skills; able to tailor messaging to technical and non-technical audiences alike.
- Detail oriented with a commitment to accuracy, consistency, and completeness in all documentation.
- Collaborative and relationship-driven; able to build trust with stakeholders at all levels of the organization.
- Self-starter who manages workload effectively, meets deadlines, and adapts well to shifting priorities.

**Beacon Healthcare Systems is proudly an equal opportunity employer. The company is headquartered in Huntington Beach, CA**