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# Example of Account Analyst Job Description

Our company is looking to fill the role of account analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for account analyst

* Communication of transition related issues and impacting events to various internal departments
* Confirmation and processing of time sensitive events including asset transfers and local market openings
* Working collaboratively with State Street IMS on escalation items
* Proficient in extracting/auditing customer compliance data from MCK mainframe/SAP, to include, but not limited to
* Builds and enhances customer/supplier relations to enhance process improvement
* Obtain supportive paperwork from the customer on an ongoing basis which will allow us to substantiate and resolve deductions in a timely manner
* Provide sales service department and broker network with information on proper submission processes and assure the proper entry of customer purchase orders
* Review customer deductions and determine if the proper deduction type, appropriate ship to number, and identify regional manager for notification of customer deductions
* Interface with Regional Sales Manager and Brand Manager to determine the legitimacy of customer deductions sent to him or her for approval and procedures to prevent ongoing like deductions
* Billback customers for unauthorized deductions and facilitate the collection of outstanding balances

## Qualifications for account analyst

* Strong communications skills, this person will interact with multiple sales and branch managers and will have lots of visibility
* 3+ years of experience in an Accounting or Finance position
* Manufacturing/ Distribution/ Retail experience is required
* At least 2 years working experience in account opening
* Responsible, patient, mature personality
* The ideal candidate should have a Bachelor’s degree in Finance, Economics, Accounting or another relevant discipline