Downloaded from <https://www.velvetjobs.com/job-descriptions/account-analyst>

# Example of Account Analyst Job Description

Our company is hiring for an account analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for account analyst

* Perform a variety of administrative/clerical activities which support both Account Management and Field Operations functions and assists in assuring that customer accounts are managed and developed in the most professional manner possible
* Organize web reports, customer sign off data, and other internal and external customer information to develop a data base of account data used for service, production and fee analysis
* Maintain continuous liaison with customer representatives to coordinate the scheduling of inventory rounds, respond to their concerns, questions or complaints
* Initiate contact with field management personnel and inventory customers to coordinate and finalize schedules, convey information from the Account Management Specialist or National Account Manager and receive/communicate vital account information
* Assist in assuring inventory customers' complete satisfaction by responding to any requests/concerns which arise prior to, during and occasionally after the inventory round
* Develop relationships with assigned customer contacts and assist with preparation of presentation materials for direct supervisor
* Perform other related duties, tasks and responsibilities as required, assigned and directed
* Ensure client contracting is performed in an efficient manner
* Bulk updates accounts in the Active Directory domains for special projects (migrations)
* Technical skills and software knowledge will be needed to perform job duties properly

## Qualifications for account analyst

* Professional Pricing Society Certification is desired
* Masters Degree in Business, Economics or Finance or related field is desired
* 2+ years of experience working with administrative systems
* Relevant Business education
* Relevant industry certifications preferred (MCP, MCTS, MCITP, MCSA)
* Microsoft Server including Active Directory