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# Example of Admin Analyst Job Description

Our company is hiring for an admin analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for admin analyst

* Assist in the upload of credit detail into system of record
* Assist with review of data feeds between various internal and external systems (Siebel, ACB
* Develops recurring and ad hoc reports for specialized information from various University and 3rd party systems and tools including, but not limited to, Oracle Financials Cloud, Oracle Projects Cloud, Oracle Taleo Cloud, PeopleSoft, Oracle Business Intelligence Applications, InfoEd, Frevvo, Faculty180, the University’s data warehouse, the System for Award Management, Grants.gov, Research.gov, FedBizOpps.gov, NSF Fastlane, and G5
* Assists the OSP Executive Director, Associate Director, Operations Manager, and ERP Systems Manager in researching, compiling, and analyzing data for report requests from stakeholders
* Teaches OSP staff (and other stakeholders when appropriate) how to extract basic data
* Close cooperation with other teams to ensure smooth processes associated with customer deliverables
* Prompt further escalation of any non-standard client requests or proposed changes of procedures to the Team Head in order to coordinate appropriate next steps any complaints / potential errors and errors where appropriate
* With particular focus on high value transactions, short settlement cycle trades and trades in priority markets
* Meeting reporting requirements with production and delivery of reports (both internally
* Error reporting within BWISE System / monitoring breaches incl

## Qualifications for admin analyst

* Position will be required a minimal travel to other company sites and other business partners
* Should have ITIL process knowledge
* Good conversational and written English ability
* BA, degree is required, Emphasis on accounting or Finance required
* Current college students eligible, although college degree in business or finance preferred
* Minimum of 2 years experience with corporate card programs