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# Example of Analyst, Business Analysis Job Description

Our growing company is looking for an analyst, business analysis. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for analyst, business analysis

* Partner with teams spanning finance sales and manufacturing to track and document the key inputs that impact the COGS forecast
* Performing transaction due diligence
* Ad hoc presentations for senior management
* Building and maintaining dynamic financial models (Excel)
* To ensure documentation meets audit standards, accuracy is a must
* Prepare forecast and budget as assigned, comparing actual results to planned, forecasted and budget expectations
* Active participant in budgeting, forecasting, variance analyses and related reports, as assigned
* Prepares Daily, Weekly and Monthly Retention reporting
* Lead all related analytic, reporting and technology efforts
* Produce adhoc analysis and reporting

## Qualifications for analyst, business analysis

* Advanced MS office skills including Word, Excel and PowerPoint preferred
* 0-3 years of prior experience in investment banking, management consulting, private equity, public markets investing, corporate development, corporate strategy, or other similar role at a tech, media, or telecom company
* Self-starter, proactive, and takes initiative
* Demonstrated media interest preferred
* Strong knowledge of Excel (V-Lookups, Pivots, ) required
* Some work experience is required in either financial or accounting processes (such as month-end close) or financial analysis projects