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# Example of Analyst Junior Job Description

Our growing company is looking to fill the role of analyst junior. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst junior

* Work closely with vendors on weekly statements
* Perform monthly account reconciliation
* Analyze all open orders for its estimated delivery date
* Maintenance of fund models and preparation of weekly management reports
* Review Trustee monthly reports and payment waterfalls which includes cash and position reconciliation
* Analysis and report preparation in support of ad hoc requests from portfolio managers, traders, and marketing team
* Audit creatives at preset accuracy and efficiency minimums
* Remain up to date with evolving policies
* Handle specialty project requests
* Assist with basic administrative tasks

## Qualifications for analyst junior

* Is comfortable with shift rotation (7 am to 3 pm / 3 pm to 11 pm / 11 pm to 7 am / 11 am to 11 pm / 11 pm to 11 am)
* 2-3 years of work experience in Accounting/Finance
* Complete daily reconciliations on suspended accounts
* Performs daily and monthly maintenance supports users on the corporate consolidation and forecasting software package
* Supports and interacts with divisional finance and accounting teams general and administrative departments
* Works with the divisional and corporate finance teams in developing and maintaining key metric reporting and ad hoc reporting requirements