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# Example of Analytics & Reporting Analyst Job Description

Our company is growing rapidly and is hiring for an analytics & reporting analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for analytics & reporting analyst

* Manage HCP HCC Formal Exceptions & Unplanned Deviations
* Adheres to all applicable U.S Federal health care program laws and FDA regulations including the Physician Sunshine Act (Open Payments)
* Utilize business acumen & organizational skills to ensure that approvals, decisions, and responses are made in a timely fashion and are in line with company policies
* Collaborate closely with other PR&O members, Healthcare Compliance, Business Partners, Law Department and Business Colleagues to ensure business needs are met in a timely and compliant manner
* Follow laws and policies that apply to one's job, and maintain the highest levels of professionalism, ethics and compliance at all times
* Actively support our compliance program-related initiatives and activities
* Project team member to support various PRO projects, as assigned
* Record and monitor HCC Exceptions and unplanned HCC deviations related to all PR&O HCP/E consulting activity, payments, and travel policies
* Oversee support and track requests for managing HCP travel deviations
* Support US Open Payments reporting, reconciliation, and dispute resolution where necessary

## Qualifications for analytics & reporting analyst

* Proficiency in Visual Basic.net, Crystal reports 9, Microsoft Access, Excel and Word required
* Excellent interpersonal and communication skills, both written and verbal are required
* Ability to present complex analytics in a clear and concise manner and make recommendations to senior leaders while influencing without direct line authority
* Ability to manage conflicting priorities and meet deadlines with complete accuracy
* This position can be based in Irvine, CASales Administration
* Proven relevant experience in investment accounting in the financial services industry