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# Example of Analytics & Reporting Analyst Job Description

Our company is searching for experienced candidates for the position of analytics & reporting analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for analytics & reporting analyst

* Assist with broader HR Execution Excellence initiatives, projects and strategy planning
* Gather data and prepare standard and ad-hoc HR reports, scorecards/dashboards, executive presentations and analysis on key HR metrics
* Create, refine, and support recurring processes and dashboard dataset refreshes
* Execute audit checks and annual validations
* 3-5 years in a FP&A/Systems Finance role
* Strong interest to work with financial systems and a profound technical understanding
* Seasoned leadership skills to influence team work & achieve deliverables commitments
* Able to manage competing priorities and complex issues and at the same time keeping the overall overview
* Support business colleagues with financial analysis focused on forward looking financial results
* Build and complete financial models with the purpose of analyzing acquisitions and initiatives

## Qualifications for analytics & reporting analyst

* Must be able to work easily within a wide variety of database programs (familiarity with SQL required)
* Knowledge of basic Mortgage Documents preferred
* Must have the ability to communicate effectively with co-workers, business partners and management
* Bachelor’s Degree Required in Finance, Mathematics or Economics preferred, but not required
* Must have intermediate to expert skills in Excel
* High-energy, positive team player that works well with others – this is a highly cross-functional role