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# Example of Business Intelligence Associate Job Description

Our company is looking for a business intelligence associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for business intelligence associate

* Fully understand and track the client journey and revenue generation from inception to P&L
* Work in conjunction with Finance to understand reconciling differences in financial vs MI reporting
* Work in conjunction with Compliance and Operational Risk, develop, recommend and maintain data governance structure and procedures for the team, adhering to best practices and company policy
* Develop and maintain a work requisition process, challenge and reject requests / provide input to business requirements to facilitate the design of the solution
* Working with Google-backed Fintech start-up Kensho Technologies to integrate/implement Kensho's analytics platform within the equity department
* Using the software, to develop price return scenario analyses and market reports to be distributed to the equity sales force and external client base
* Working with other asset classes to develop multi-asset strategy reports
* Provide management/strategic reporting for institutional initiatives such as RCM, Never Settle, ABOR Metrics
* Engage with Business SME’s across multiple functional areas to clarify and understand reporting and analytic needs
* Synthesize analytic needs in cooperation with Data Management team to assess data readiness and propose a solution design and architecture required

## Qualifications for business intelligence associate

* A minimum of 3 years experience in equity markets (research, sales or trading)
* Series 7 & 63 or ability to complete within 2 months of joining
* Quantitative aptitude and data analysis experience
* Partnering and working with Client Onboarding and Compliance senior managers
* Drive automation of current reporting process via available tools (eg Sharepoint, MS Access, Excel VBA, Business Objects, and Qlikview)
* A minimum of 3 years' experience in gaming, corporate finance, e-commerce, or entertainment