Downloaded from <https://www.velvetjobs.com/job-descriptions/commission-analyst>

# Example of Commission Analyst Job Description

Our company is hiring for a commission 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 commission analyst

* Will support system enhancement by participating in User Acceptance Testing as GCO representative
* Role involves close partnership and interaction with a wide range of internal stakeholders
* Primary focus will be on everyday risk management in mitigating operational, financial and reputational risk
* Oversight of all activity in Institutional customer accounts protecting the firm’s reputation and exposure
* Maintain accurate books and records through daily reconciliation of stock and cash positions
* Key focus on balance sheet substantiation, customer statement validation, regulatory reporting and inter-company reconciliation
* Serve as point of escalation for the team and help manage issues effectively
* Partner with Technology on the development and enhancement of process and system
* Mentor, coach and guide the team and play an active role in managing career development on an individual basis
* Assist Client Managers in setting up and properly maintaining clients / policies, and provide periodic training on our systems (Epic)

## Qualifications for commission analyst

* Excellent written and verbal communication skills, especially over the telephone
* Experience in and knowledge of investment markets, issues and regulations
* Strong attention to detail and a focus on high quality
* Must have excellent written and verbal communications skills in English, able to communicate to all levels of employees and management
* Must be quality oriented- accuracy is critical to success, understands how and when to self audit and validate results
* Must be customer service oriented, and willingness to help sales reps and management (at all levels) understand and resolve commissions issues