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# Example of Commission Analyst Job Description

Our company is searching for experienced candidates for the position of commission analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for commission analyst

* Escalating any issues to the team leader
* Demonstrate regular use of judgement and discretion to solve problems and/or resolve issues that may arise
* Explain and provide analytics relevant to actual vs
* Reconcile International Referral Fee payable activity
* Flexible and hard working approach with a high level of accuracy
* Able to work with strict deadlines throughout the day
* Able to display insight and identify issues and help to develop successful solutions
* Expected to develop credibility, good reputation and demonstrate integrity with clients and colleagues
* Manage team of 3 Commission Analyst
* Monitor deficit broker balances, obtain collection status from branch personnel and coordinate the collection of deficit balances with the Accounts Receivable Department

## Qualifications for commission analyst

* Work experience performing commission calculations or related experience
* A minimum of 2 years of strong analytical skills is required
* Advanced Excel skills (macro creation, look ups, uploads, downloads, ) are required
* Strong familiarity and use of Excel and PowerPoint is required
* Experience with Hyperion Essbase and Planning and PeopleSoft Financials is a plus
* 3-5 years working experience in commission compensation or similar role