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

# Example of Commissions Analyst Job Description

Our company is growing rapidly and is hiring for a commissions analyst. 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 commissions analyst

* Communicate effectively with Team Commissions Managers, Finance Business Partners, and other finance personnel where necessary, Sales teams assigned
* Agree and settle brokerage fees, tri-party fees and margin interest for different businesses like Collateral Management and Energy
* Performs reconciliation of billing-related cash breaks in a timely manner including those on custodian accounts
* Identify, communicate and resolve problems impacting the processing of commissions
* Maintain commissions system Xactly Incent
* Scanning Returned mail
* Faxing in documentation
* Participating in weekly team meetings
* Archival Preparation
* How to work as part of cohesive team working towards a common goal

## Qualifications for commissions analyst

* Bachelors Degree in Mathematics or another business degree with a focus on Information Systems
* Knowledge of Crystal Reports, SQL, etc is required
* Bachelors Degree in Mathematics or a similar discipline is required
* Proven ability to work in autonomy in a team, in a rapidly changing context
* Demonstrated interpersonal & communication skills a must
* Knowledge/exposure to an ERP system