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# Example of Corporate Analyst Job Description

Our innovative and growing company is hiring for a corporate 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 corporate analyst

* Formulate various templates and financial reports utilizing big data and business intelligence tools
* Financial analysis and review of periodic reporting filed with U.S. banking regulatory agencies
* Collaborates with internal team to align cross-property and Corporate analytics initiatives with business strategy
* Supports communication, review, and strategy recommendations, priorities, and progress with SVP – Analytics and business partners
* Manages Human Resources responsibilities for the specifically assigned areas
* Preparing state and municipal corporate income and franchise tax returns
* Preparing extensions and quarterly estimated tax calculations
* Ensuring all compliance deadlines are met
* Assisting with monthly account reconciliations
* Assisting with reconciling and calculating fixed asset depreciation

## Qualifications for corporate analyst

* Bachelor's Degree in Finance, Accounting, Management (with a concentration in Finance) or Economics from an Accredited University or College or a minimum of 1 year of financially focused work experience (investment banking experience preferred)
* Currently enrolled in a Bachelor's or Master’s degree program in Finance, Accounting, Business Administration or Management (with a concentration in Accounting, Economics or Finance), Economics or other degree (with a minimum of four Junior and/or Senior level courses in Accounting, Economics or Finance) from an accredited university or college
* 1-2 years of experience in an analysis or finance role is preferable (new graduates with exceptional experience will be considered)
* Currently enrolled in a Bachelor's or Master’s degree in Finance, Accounting, Business Administration or Management (with a concentration in Accounting, Economics or Finance), Economics or other degree (with a minimum of four Junior and/or Senior level courses in Accounting, Economics or Finance) from an accredited university or college
* Minimum cumulative undergraduate or graduate (if applicable) GPA of 3.3
* Coordination with Corporate accounting, payroll and human resources in gathering the required accounting information to calculate the Corporate unallowable cost and allocation methodology