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# Example of Data Mgmt Analyst Job Description

Our company is looking for a data mgmt analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for data mgmt analyst

* Drives out the identification and mitigation of data issues as necessary to support organization priorities
* Work collaboratively with all functions and roles from business owners understand report requirements to understanding and being able to explain business needs to technical team
* Function as data subject matter expert, primarily in the business management function
* Support product life cycle management of content (e.g., complete and maintain metadata tags and content filters, maintain enterprise data model, monitor data quality and ensure issues are captured and resolved)
* Train content contributors with a range of expertise on the importance of consistently following effective and efficient data-entry and management processes
* Design and document best practices, map data flows, document and maintain definitions and quality rules
* Work with system of record owners to ensure identification of content and process gap
* Enable routine, standardized, high-quality management processes around global GBS value reporting, performance reporting, system access management, and portfolio administration
* Analyze performance mgmt
* Analyze and process daily requests for GBS system access like SAP requests in a timely manner

## Qualifications for data mgmt analyst

* Experience with financial performance reporting and rate of return calculation is strongly preferred
* 3+ years experience with process improvement, workflow, benchmarking and / or evaluation of business processes required
* Has a solid understanding of system development life cycle, Agile or Waterfall
* Expert knowledge in the financial system applications assigned
* Proficient knowledge in the business outcomes desired in the assigned applications
* Proficient knowledge of the Chart of Accounts