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# Example of Data Mgmt Analyst Job Description

Our growing company is looking to fill the role of data mgmt analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for data mgmt analyst

* Actively participate in both system and process improvements
* Actively participate in creating and maintaining documentation for department’s procedures (SOP)
* Process and complete supplier and employee expense payments using SAP system and banking platforms
* Process all check void requests within set time frame
* Ensure all open bank reconcilation items are completed prior to month close
* Follow-up on returned bank payments with suppliers and employees
* Process daily check deposits that require further review by bank
* Responsible for reporting on monthly disbursement figures and performing quarterly AP trade forcasting
* Perform quarterly reviews with Disbursements Manager and Finance Director
* Assist in training and providing further knowledge toA/P personnel

## Qualifications for data mgmt analyst

* Ability to collaborate with associates and management and develop solutions to data management problems
* Ability to communicate and recommend solutions to data transformation issues
* Support compliance with CMMI and AS9100 and will interface with program engineering
* Highly proficient using Excel, PowerPoint and Access
* Bachelor's degree in finance, economics, computer science or a related discipline, or equivalent work experience required
* Ability to promote a team atmosphere while successfully delivering a project