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# Example of Junior Analyst Job Description

Our innovative and growing company is looking to fill the role of junior analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for junior analyst

* Processing Electronic Funds Transfer (EFT) forms
* Maintaining Retirement Process Database on Lotus Notes / CRM
* Assisting in Annual Pre-87 Research Project
* Stale Dated Distribution Payment Reconciliation-(XHRS)
* Stale Dated Benefit Payment Reconciliation -(State Street)
* Return to Trust Reconciliation-(State Street)
* Annual Death Benefit Payment Reconciliation
* Preparing monthly statistics which show Member Account activity related to emergency assistance, annuity payments, grants, distributions, rollovers, and Required Minimum Distributions (RMD)
* Analyze both trade and non-trade current fiscal year deductions
* Perform final approval on trade deductions previously offset by members of the broker community

## Qualifications for junior analyst

* Collect on all invalid current fiscal year deductions
* Obtain all documents needed to resolve customer deduction
* Act as a liaison between Regional Business Manager and Broker
* Advanced internet research skills a plus
* Bachelor's Degree in Engineering, Mathematics, Science, Physics, Operations Research or related technical field
* Familiarity with quantitative analysis