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

# Example of Junior Analyst Job Description

Our company is hiring for a junior analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for junior analyst

* Preparing payroll summary sheets
* Printing out reports from Nextgen and attaching them to the summary sheets
* Sending a Template every month to the office with their YTD Inventory
* Creating spreadsheets on what was used for expense purposes
* Internal auditing for cosmetics products
* Verifying lease information and reviewing lease for Accounts Payable Department
* Entering capital expense information on spreadsheets
* Develop and maintain strong relationships with internal stakeholders, client teams, and key media partners
* Actively take ownership of projects, setting clear objectives for VM team members and agency leads as to their involvement
* Proactively recognize potential issues to escalate and propose solutions

## Qualifications for junior analyst

* Ensure that structural data is actively managed, Approval flows, OE codes, Cost Centre structures
* BA in Accounting, Finance, Business OR related
* Knowledge of Payroll and General Ledger
* Empower VMT analysts with the tools they need to succeed
* Establish themselves as the point of communication for all VMT business activities for their assigned agency
* Working knowledge of Customer Relationship Management (CRM) system