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# Example of Management Data Analyst Job Description

Our company is growing rapidly and is looking for a management data 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 management data analyst

* Be consistent, accurate and efficient in setting up, amending, cancelling and managing settlement instructions in the Front and Back Office system
* Ensure that all accounts are cross referenced into the supporting Data Management repositories
* Use appropriate tools and exception management processes to ensure data quality
* Work collaboratively with business partners, IT and Data Management alike
* Strive to proactively seek out efficiencies in processes
* Management of data attributes related to regulatory data initiatives
* Proactively escalate issues as they arise and coordinate with the leadership team to ensure that we are able to manage expectations
* Act as a subject matter expert on Data Management projects
* Engagement with Data Management Globally regarding initiatives that relate to account management
* Review of CDR to source system reconciliations – perform root cause analysis

## Qualifications for management data analyst

* Review of exception queues - perform root cause analysis
* Assesses, researches, analyzes and documents sponsor/stakeholder needs in accordance with project management methodologies, selecting appropriate information gathering and/or modeling techniques to solve problems
* Contributes to the successful completion of project objectives within budget and on time by identifying risks and developing/recommending mitigation strategies
* Facilitates/participates in small to medium size group meetings and conducts small cross-functional meetings
* Requires the ability to collect, enter, manage, and query large volumes of data, and the ability to develop and test data collection and analysis tools
* Ability to work directly with DoD clients and may have some interaction with client’s personnel