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# Example of Media Analyst Job Description

Our growing company is hiring for a media 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 media analyst

* Strong understanding of DSP systems
* Work with management to streamline current reporting processes and identify opportunities for efficiency
* Contribute to process improvement initiatives and support implementation of new financial and business operational systems
* Assist in preparation of budgets and forecasts for business unit revenue and expenses
* Support the consolidation of the monthly P&L, forecasts, budgets, five year plans and any ad hoc reporting requests
* Ensure standards are applied consistently among the various media businesses and analyze consolidated data to identify and understand significant deviations from budget or forecast
* Coordinate with team members to implement and execute internal media allocations
* Support consolidated headcount and compensation reporting and forecasting
* Support corporate FP&A reporting requirements and ensure corporate allocations are properly reflected in the P&L
* Coordinate required master data additions or changes

## Qualifications for media analyst

* Be a confident communicator with a flexible approach and have a proven track record working in a demanding environment managing multiple steams of work
* Experience working with a variety of tools is desirable
* Over 5 years experience in a BA position working across various industries
* Extensive experience with requirements gathering, process analysis, testing, training and end to end delivery is required
* Provides end-user maintenance support related to version asset metadata creation into media systems
* Responsible for media import, export, transfer and deletion of files