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# Example of Reports Analyst Job Description

Our innovative and growing company is hiring for a reports analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for reports analyst

* Working under minimal supervision, provides detailed budget and data analysis, including trending, and provides recommendations to partners and management
* Responsible for budget planning and monthly metrics/budget reports and drives creation and utilization of consistent budget practices across the business
* Provides complex analysis, forecasting and trending and provides observations and recommendations for review by senior management
* Consults with business partners to determine reporting, analysis, and timing needs for current and future planning and insights
* Develops and implements reporting processes, deliverables and timeline for each assigned case
* Participate on and/or leads project teams in a Matrix environment responsible for overseeing improvements to data collection, output, reporting, analysis, and/or presentation
* Researches requests and downloads data in order to prepare complex exhibits, summaries, presentations, and/or reports for use by business management
* Maintains reports and databases, ensures integrity of data, and remains current on applicable business functions and technology tools
* Develop and coordinate business review packages and meetings
* Leads and motivates department wide and cross LOB teams

## Qualifications for reports analyst

* 2+ years data mining & manipulation of customer transactions information (product, channel, sales, etc)
* 2+ years of demonstrated competence with multi-variate reporting
* Must be familiar with reporting and analytics in an IT environment
* Strong knowledge of report building and working with data/log dissemination
* Experience with dashboarding tools like Splunk, Tableau, Alteryx, ELK
* Web development experience with Javascript and HTML a plus