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# Example of Senior Digital Analyst Job Description

Our company is looking for a senior digital analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior digital analyst

* Track and document new Digital Deals and work with Financial Reporting for Revenue Recognition treatment
* Maintain Digital Finance log of all transactions executed by the Digital Sales team
* Gathering User Stories
* Support Testers
* Supports development teams by providing clarifications to requirements and design decisions that have been made
* Initiates communication with members of other teams and across the business analysis team to ensure effective implementation
* Work with the development team to test that functionality delivered aligns to the requirements as defined by the client
* Drive the development team through the agile process
* Facilitates remotely run workshops for the client and end users to agree functional and non-functional requirements
* At times, facilitate face to face workshops for the client and end users to agree functional and non-functional requirements

## Qualifications for senior digital analyst

* Providing deal support in negotiations with integrators, exhibitors, and vendors
* Tracking and enforcing digital cinema deployment agreements
* Manage contract administration database, calendar of key compliance terms in agreements, log file collection, invoice reconciliation, and “end date” tracking, including cost recoupment
* Write reports on special projects and topics
* Stronginitiative and ability to manage multiple projects ability to workwell with others in a fast-paced, dynamic environment
* Collegedegree, and two years of full-time work experience in an analyticalposition