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# Example of Services Analyst Job Description

Our company is hiring for a services analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for services analyst

* Completing special assignments with internal teams
* Investor and contact administration
* Managing client entitlements to the Investor Portal and specific fund and investor related content
* Filing required paper and electronic documents for books and records
* Produce recurring and ad-hoc business analytics to operating teams pertaining to the efficiency of membership services operations
* Create monthly Exception Report and analysis of each departments overall financial exceptions to policy, the overall monetary impact to the company, and be able to draw thoughtful conclusions from the data
* Assess monthly performance of core businesses and support business unit leader(s) in monthly presentations
* Manage reporting databases and identify ways to optimize the process
* Develop new business ideas through listening, understanding and advising internal clients on business issues including proactive development of proposals and responding to ad-hoc issues
* Define and recommend analytical approach, and manage execution of strategic analyses, including defining KPIs and success metrics

## Qualifications for services analyst

* Retail systems experience (supply chain, Point of Sale POS, trade funds)
* Working knowledge of fund accounting / transfer agency systems is an advantage
* Experience in financial services is a distinct advantage
* Strong knowledge in Access Databases and experience with SQL Server databases
* Interpersonal and communication skills, required
* SharePoint 2010 or higher preferred