Downloaded from <https://www.velvetjobs.com/job-descriptions/transfer-analyst>

# Example of Transfer Analyst Job Description

Our innovative and growing company is looking to fill the role of transfer 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 transfer analyst

* Monitor, communicate, and work with teams at vendor partners on a daily basis to ensure timely processing and transaction accuracy, providing a focus on ensuring quality service to distribution partners
* Works directly with Client to ensure business/data conversion requirements are defined and met as outlined in best practices documentation
* Conducts quality acceptance testing of conversion projects as defined in the test plan
* Understand and comply with company policy, laws, regulations, as applicable to your job duties
* Demonstrate strong interpersonal skills including the ability to build relationships at all levels of the organization
* Communicate with subject matter experts within the bank to understand the nature of business and support functions performed across different legal entities in the group to help implement arm’s-length pricing for the financial books of the legal entity
* Support and maintain various transfer pricing data mappings within the automated system environment
* Prepare monthly reporting and reconciliation packages for regulatory, Head Office, internal and TP Governance committee review
* Assist with internal/external audit inquiries from IRS, Japan’s NTA, Federal Reserve
* Respond to transfer pricing inquiries from service providers and recipients and operate as a business unit liaison to ensure that the TPG continues to capture the full scope of intercompany transactions

## Qualifications for transfer analyst

* Bachelor’s degree required, preferred in Economics, Finance, Business, Accounting or related field
* Bachelor of Science degree in Finance, Economics or Business with Accounting knowledge
* Prior experience in Corporate Tax or Finance preferred
* Must be a self-starter who is able to work independently and interface with all relevant internal teams and external business partners
* Capable of working in a fast paced, team oriented, rapidly changing organization and handle multiple projects simultaneously
* Currently enrolled in a Bachelor’s, Master’s or PhD program in Economics, Finance, Business Administration or Management (with a concentration in Economics or Finance) or other degree (with a minimum of four Junior and/or Senior level courses in Economics or Finance) from an accredited university or college