Example of Account Analyst Job Description

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Our growing company is looking to fill the role of account analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for account analyst

- Collaborate with Lead Analyst/Manager to create procedures to minimize customer deductions
- Executing cross-functional product readiness meetings (preparing, coordinating, facilitating, tracking, minutes/decisions)
- Communicate and interact by telephone, e-mail and in-person with students and parents in a professional and tactful manner
- Analyze and research student account issues to effectively respond to customer inquiries and resolve questions
- Quickly identify issue at hand and determine appropriate course of action
- Monitor and enforce compliance with the University's policy on payment of student account charges
- Maintain environment of strong internal controls over accuracy and timeliness of recording and reporting of student account activity
- Maintain environment of continuous improvement of all services delivered to students and parents
- Create purchase orders during the year for marketing costs upon receipt of invoice or before if information is available
- Receive invoices from multiple sources both internal to DE and external and create PO’s in a timely manner

Qualifications for account analyst

- 1+ years’ experience in business operations, working with a team and meeting time sensitive deadlines

- Our analysts typically have track records of outstanding professional performance or academic achievement, along with excellent analytical skills, financial skills, technical skills, attentions to detail and strong communication skills
- Candidates should have a strong ability to work and manage in a collaborative environment and to present results to both expert and non-expert audiences
- Candidate should be outgoing, work well in a team setting, and handle changes with a positive outlook
- Self-motivation with the ability to manage priorities and workflow