Our company is growing rapidly and is searching for experienced candidates for the position of analyst / business analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for analyst / business analyst

- Deliver reporting solutions for the PGSC
- Investigate, evaluate and support prioritization of client
- Preparing analysis files including sales, expense, revenue and key metrics as needed/directed
- Preparing and distributing monthly financial reporting packages for distribution to various levels of the organization internally and externally including General Managers, Business Operation Directors and Regional Vice Presidents
- Produces adjustments for various contract related performance measures
- Responds to inquiries from internal and external customers via phone and email including state and local insurance certificate requirements
- Performs contract compliance testing and client participation analysis for travel sales and retail sales
- Create and perform Impact Assessments on changes to Business Requirements
- Is involved in all aspects of projects, including documentation of project needs, analysis/research of needs and possible solutions, identifying technology (where appropriate) and business solutions, gathering, documenting and updating business requirements
- Participate and manage Business Analyst responsibilities in accordance with Project Management Framework (PMF) and System Development Life Cycle (SDLC) deliverables

- Methodical/organized approach to financial analysis and accounting processes
- Aptitude for IT and strong understanding of technology concepts and terminology (experience and working knowledge of distributed Infrastructure environment preferred)
- Experience of MS Finance systems and having worked in an FCG reporting function
- Working knowledge of Microsoft Access & relational databases / reporting cubes
- College degree with Financial Services experience
- Experienced with software development, requirements analysis, and system