



# Example of Business Analyst & Reporting Analyst Job Description

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Our innovative and growing company is looking to fill the role of business analyst & reporting analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for business analyst & reporting analyst

- Ensure the integrity and accuracy of physician payment and Professional Service Agreement (PSA) data
- Database management, troubleshooting, and design enhancement
- Prepare, validate, and distribute monthly utilization and billing reporting for Employer Wellness Clinics
- Test queries and software updates
- Understand and document current-state processes, analyze gaps, and implement process improvements
- Go-to person for country marketing measurement in terms of guidance, training, idea generation
- Define, monitor, and report key operational metrics (KPIs)
- Develop dashboards using available tools(MSBI, Qlikview, Tableau .) by following best practices while creating proper process and metadata documentation
- Prepares detailed reports, presenting any irregularities to management
- Responsible for the documentation of issues and suggested solutions intended to improve the reporting environment, streamlines the business and achieves operational excellence

## Qualifications for business analyst & reporting analyst

- Knowledge in Global Banking and Markets (including but not limited to

- UAT or QAT testing experience
- Relevant technical experience with SAP AFS & HANA/BW, Informatica, Teradata, TM1 and both traditional and modern BI platforms is a plus
- Working knowledge of financial and support applications such as Clarity and Essbase data mining and automation tools
- Excellent verbal communication and written skills, with multiple business partners at multiple levels of responsibility