



Example of Business Analyst, Reporting Job Description

Powered by www.VelvetJobs.com

Our company is looking for a business analyst, reporting. 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 business analyst, reporting

- The analyst in this role will be expected to develop expert knowledge of a set of existing CRM reporting requirements, recommend a logical and effective reporting framework, and subsequently develop those reports and dashboards
- The analyst will be expected to normalize and standardize the reports that exist today and all future development
- Serve as the initial point of contact for production and research administration based internal/external tracking reports
- Coordinate material investigations with Inbound Operations, Transportation, Test Administration Services, and Resolutions departments
- Produce daily administration tracking reports
- Research any tracking issues within client specific database and assess the situation to determine if further action is required
- Provide support to Inbound Operations for the roll out of additional tracking and reporting
- Supports UAT (user acceptance testing), defining testing requirements including test plans, test cases, test-data and review of interface testing between different applications
- Communicates business process improvement through application of detailed analytics, pattern and root cause analysis
- Gather questions and requirements from end users (managers, leaders) in the

Qualifications for business analyst, reporting

- Proficiency in using Word, Excel, PowerPoint, email
- Ability to multitask, and focus on multiple deliverables at a time
- Ability to drive best practices and process improvement, Comfortable in a fast-paced, constantly changing environment
- 2+ years of relevant work experience (total experience 6 years)
- Minimum of 5 years' experience in finance/accounting required
- Dedication to excellence and Continuous Quality Improvement