



# Example of Business Analyst, Reporting Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is searching for experienced candidates for the position of business analyst, reporting. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for business analyst, reporting

- Respond to data requests from external and internal clients
- Identify and validate data and information reported from the Corporate Revenue Reporting Information System (CRRIS)
- Identify, analyze, and resolve reporting discrepancies between the Corporate Revenue Reporting Information System (CRRIS) and the Customer Service System (CSS)
- Implement improvements to operational and system processes
- Create and distribute revenue reports for manually trued up and billed customer revenue
- Develop and compile statistical cost/revenue/sales data in reports submitted to external and internal clients
- Prioritize workloads changes while maintaining a high degree of accuracy and productivity while under time constraints with minimal supervision
- Develop standard set of sales performance dashboards that aggregate key performance information from multiple sources that can be made available to Sales team members, aggregated at the Sales Hierarchical Management levels
- Lead project implementation of selection solutions
- Ensures meaningful and actionable report output

## Qualifications for business analyst, reporting

- Strong facilitation, oral and written communication, including active listening skills
- To utilize all reporting tools available including Crystal report, Business Objects Enterprise
- Develop & deliver scorecards / dashboards / storyboards
- Develop and produce on-going reporting on scorecard trends, performance and issues to key constituents
- Support in building capability across the reporting life-cycle functions