



# Example of Business Reporting Analyst Job Description

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Our company is growing rapidly and is hiring for a business reporting analyst. 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 reporting analyst

- Provide specialized end-to-end reporting support and business insights for business areas such as Private Investment Council
- Prepare BNA Monthly Performance Letter (aka CEO Letter)
- Manage FP&A shared services function supporting corporate and business units
- Develop and maintain new and existing reporting tools, databases and processes
- Analyze various types of data and processes in a versatile manner and present findings and recommendations in a professional manner
- Query and manipulate data to root cause, trend, summarize findings and offer recommendations
- Identify defects and improve departmental performance by supporting quality, operation efficiency and production goals thru reporting
- Work departmentally and interdepartmentally to recommend and implement modifications to existing reporting functions
- Report and present findings based on data analysis and other project assignments
- Review technical specifications to ensure the Claims Department business requirements are adequately reflected in technical planning documents

## Qualifications for business reporting analyst

- Experience on the performance and reporting is a plus
- Resilience - Continues to work effectively and pursue goals when faced with obstacles
- Impact & influence - Creates a positive and professional impact on others
- Change management - Displays flexibility to change and is open to new ideas
- Integrity, trust & fairness - Acts with integrity in all interactions and build trust by responding openly, genuinely and consistently to others