



# Example of Business Reporting Analyst Job Description

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Our company is searching for experienced candidates for the position of business reporting analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business reporting analyst

- Leadership/subject matter expert related activities
- Identifies inefficiencies in processes and recommends/implements improvements
- Leads project work as assigned
- Initiates projects that drive process/data efficiency
- Provides ad hoc reporting as needed to support day to day operations
- Creates daily/weekly/monthly/quarterly reporting
- Gathers reporting requirements
- Responsible for reporting database maintenance and enhancement
- Expected to develop knowledge of HR policy and procedures
- Provide analytics to provide clarity and context for reported results

## Qualifications for business reporting analyst

- Provide leadership and vision in building or enhancing internal systems
- Programming experience and advanced Excel skills a plus
- Familiarity with performance attribution using Brinson and multi-factor models
- Strong knowledge in Microsoft Office Suite with an emphasis in MS Excel
- Develop and produce ongoing reporting on scorecard trends, performance, or issues to key constituents
- Stay abreast of the evolving best practice in the industry for scorecard

