



Example of Conversion Analyst Job Description

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Our innovative and growing company is looking for a conversion 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 conversion analyst

- Daily management of Face to Face Acquisition vendor and Support/Manage other external partner relationships
- Ability to organize other people and meet deadlines
- Organized approach to workload
- Strong relationship management, influencing and collaboration skills the ability to build, foster and maintain relationships with internal and external business partners
- The ability to multi-task and prioritize is a must within this role
- You will have a 3-faceted role – this person enjoys traveling, building customer relationships and can learn complex technical concepts as well
- You will analyze Progress conversion code on a daily basis and use learned Progress code skills to run queries on bank client data
- The Precision Conversion Analyst possesses a drive for perfection and thrives on challenging situations and face-to-face client contact
- Being able to interpret data elements and explain conversion data to clients is a key technical duty this person possesses
- Travel onsite to our bank clients and spend face-to-face time discussing data conversion elements and balancing CD, Loan and DDA module reports
General Ledger balancing

Qualifications for conversion analyst

- PeopleSoft AP and/or AM experience a plus

- Perl, C, Informix, XML, J2EE, Websphere (deployment), Mastercard/Visa/card payments knowledge, Software development lifecycle
- BS in Computer Science, MIS, EE or related experience
- Minimum of 1-3 years business systems analysis experience or equivalent education/experience
- Preferred 3-5 years business systems analysis experience or equivalent education/experience