



# Example of Data Reporting Analyst Job Description

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

## Responsibilities for data reporting analyst

- Uses documented logic to query the data for anomalies or inconsistencies
- Conducts rigorous quality assurance checks on systems data integration for all online reports across multiple clients
- Proven ability to understand technical concepts, including data relationships and software configuration
- Assist in modeling pricings and other internal functions using data
- Assist in maintenance and reporting of core tools for aligned teams and internal reporting functions
- Research and compile market data to assist in comparative metrics for reporting
- On a regular basis and as needed, work with various internal departments to collect source data
- Develop processes, tools, and templates to enable efficient, accurate, and standardized data analyses and related deliverables
- Ensure consistency and accuracy of information and reporting by identifying issues and fluctuations with core metrics/KPIs, facilitates changes, research questions, participate and/or lead process and data improvement efforts
- Collect and analyze operational\*\* (80%) & financial data\* (20%) for regular and ad-hoc reporting

## Qualifications for data reporting analyst

- Strong team player ability and be able to work autonomously

- The ability to develop strong, collaborative relationships with colleagues across a range of business functions and levels of the organization
- Knowledge of 3 rd party Sharepoint applications
- Experience with ETL (SSIS)
- Knowledge of Microsoft SharePoint Lists and API Web Services