



Example of Data Reporting Analyst Job Description

Powered by www.VelvetJobs.com

Our company is searching for experienced candidates for the position of data reporting analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for data reporting analyst

- Contribute in process improvement initiatives and create process update documentation
- Assist and provide backup for other operational functions within the department
- Maintain projects through lifecycle
- Administer and manage Yellowfin, Front Gate's new embedded Reporting and Business Intelligence Platform
- Create, publish, and maintain reporting views to support efficient and accurate business reporting
- Enhance existing library of reports while migrating them to the new reporting platform
- Collaborate with business stakeholders to develop new and innovative ways to analyze Front Gate's Data
- Develop and maintain compelling dashboards and visual reports
- Create and maintain documentation for both internal and external users
- Train internal and external users in report usage

Qualifications for data reporting analyst

- Knowledge of financial markets, with familiarity across all asset classes and geographies a plus
- Knowledge of mutual fund and ETF business a plus
- Ability to solve problems by gathering data from various sources

- Discuss technical design for complex report requests with team members to obtain optimum reports
- Ensure all scheduled reports are delivered timely