



Example of Metrics & Reporting Analyst Job Description

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Our company is hiring for a metrics & reporting analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for metrics & reporting analyst

- Partner with IT and Risk, as needed, to support new Front Office requests and initiatives
- Continually work to expand upon and improve the efficiency and accuracy of all metrics reporting process and procedures and help to implement new strategies as needed to reduce errors and improve ability to meet the firm's
- Assist in coordination and compilation of data required for recurring and ad hoc regulatory reporting to the SEC (Form PF), CFTC (Form PQR) and SFC
- Maintain and enhance a reporting database for all Finance programs, including data on recruiting, performance, rotations, and placement
- Create and manage surveys to solicit feedback from the participants
- Work across the teams to manage and perform governance related updates such as policy, procedures, key controls
- Able to utilize statistical packages
- Provide support for operational and ad-hoc information customized reports for specific audiences
- Support Sales, Marketing, and Finance leadership to evaluate various aspects of the Enterprise business segment
- Responsibilities include but are not limited to creation and production of periodic sales results reporting, product sales reporting, evaluating sales results, interfacing with Sales and Marketing organizations regarding variances and additional reporting needs, sales contest tracking, referral partner program reporting and commissions determination, telesales call volume analysis, and other various reporting

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- Experience in vendor reporting technology and products QlikView
 - Bachelor's Degree in business administration, human resources management, information systems, statistics, finance, applied mathematics or related field with 4 years of data analysis, business intelligence and/or reporting experience or a Master's Degree in business administration, human resources management, information systems, statistics, finance, applied mathematics or related field and 2 years of data analysis, business intelligence and/or reporting experience
 - Demonstrated understanding of the type of workforce information used in a business environment and how the data is produced, consumed, and analyzed
 - Experience articulating insights drawn from data
 - 5 years of HR metrics and data knowledge
 - 1 year of financial operational experience required