



Example of Metrics & Reporting Analyst Job Description

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

Responsibilities for metrics & reporting analyst

- Assist in the preparation and analysis of financial and operational reporting for Management team for various purposes
- Assist in the development of executive reports and controls assessments
- Understand design and business requirements to support the development process
- Assist with the design, development, and maintenance of analytical tools and/or web applications utilized to conduct cybersecurity assessments and executive reports
- Assist with the automation of manual processes and drive efficiencies within the Governance, Risk, and Compliance organization
- Creates and maintains standard and ad hoc reports/analytics using delivered tools in Taleo Recruit OBI, SilkRoad Onboarding, Avature, and PeopleSoft
- Consults with various stakeholders and leadership to determine report requirements, design layout and format, identify and extract data, test and validate data, and implement including ongoing support
- Ensures that a comprehensive Quality Assurance (QA) process is applied to all reports prior to distribution to the business
- Identifies existing and future business challenges, collects and interprets data and develops predictive models to form hypotheses and present recommendations
- Retrieves and consolidates quantitative data from multiple sources

Qualifications for metrics & reporting analyst

- Data mining expertise using Microsoft Access and Excel
- Clear understanding of product, sales, and operational metrics that are drivers of revenue
- High competency in creating and working with complex Excel documents
- Position requires adherence to Charter Standards of Business Conduct
- Prior revenue analytics and product sales reporting experience preferred