



## Example of OTC Analyst Job Description

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Our company is searching for experienced candidates for the position of OTC analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

### Responsibilities for OTC analyst

- Lead the analysis of business requirements (functional and technical) by leading information-gathering workshops
- Support updates and re-writes of Standard Operating Procedures (SOP) documentation and Business Process Procedures (BPP), add to and maintain OTC Quick Reference Guides on as needed basis
- OTC process
- Exchange reconciliation of the Commodities Account – making sure day trades, open position and P&L are accurate
- Daily checking the ETT statements of the necessary market making accounts – making sure day trades, open position and P&L are accurate
- Aid in executing ETTs entered by brokers who have traded with the Central OTC Trade Desk, CTA desk or an independent electronic trading platform
- Being able to correctly verify trade information, and execute an ETT entry into the corresponding account
- Working with other Middle Office members, Brokers, Traders, and other personnel to prevent errors, or find/correct them if they occur
- Help enforce new Compliance rules and regulations amongst the brokers and traders
- Manually checking off OTC tickets that IFM Traders card up to make sure they match the corresponding Fill Confirm Email

### Qualifications for OTC analyst

- Contribute to the provision of a robust, reliable and effective BI and enterprise DW platform for LS&CO
- Articulate and validate the technical and functional requirements to meet architectural guidelines and business requirements
- Develop and document data and reporting requirements for the development of new or enhanced approved systems
- Consult with and advise business partners for improvements or changes to business processes based upon enhancements or new applications
- Develop functional documentation and deliver training materials
- Leverage best practices in BI/DW solution and service delivery