



# Example of Reporting Analyst Senior Job Description

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

## Responsibilities for reporting analyst senior

- Collaborate with key stakeholders in building analytics applications including dashboards, data visualization, scenarios and simulations in identifying opportunities
- Collaborate with IT to ensure that all necessary statistical and analytical software tools are available and functioning correctly
- Develop and maintain monthly, periodic and special request reports
- Produce training curriculum and deliver training to end users of the SAP and other Integration Service reporting systems
- Create scripts to automate repetitive tasks on corporate computer systems
- Functions as liaison for new and existing technology implementations, such as development of new productivity and information collection systems
- Manage quarterly SEC filings (i.e., 10-Q, 10-K, XBRL) including earnings release 8-K
- Assisting the manager in adoption of new IFRS 15 Revenue Standard
- SEC filings (10-K, 10-Q, 8-k, DEF14A)
- Stock based compensation & EPS calculations

## Qualifications for reporting analyst senior

- Analyze issues and identify potential solutions that further Risk Management and Collections Strategy CoE's business objectives
- Ensure the timely communication of issues that are relevant to the team and encourage a good working relationship with other internal and external groups

delinquency and losses, and to produce those reports on a regular basis

- Establish and maintain a smooth working relationship with Collections and Recovery CoE and Risk Strategy teams to ensure reporting aligns with LOB requirements
- Strong Excel and Word proficiency required
- Thorough knowledge of different types of securities, their settlement and income