



Example of Reporting Analyst Job Description

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

Responsibilities for reporting analyst

- Production of the Tier 1 and 2 reports for the North American Credit Cards portfolios (RISE level reports)
- Coordination and production of the Canadian Credit Cards and Merchant Services Risk Forum
- Aggregated reporting for the Canadian and US portfolios
- Sourcing of data from base data for the purpose of report production
- Creation of new reporting to facilitate asset quality monitoring by Cards executives
- Compile and deliver data through standard reporting format on an on-going basis according to the specified frequency of the business
- Prepare, review, validate and ensure all Executive, Financial and Operational reports are delivered in a timely fashion according to the agreed to production schedule
- Document reporting requirements, procedures, and business rules necessary to support the delivery of reporting and analysis
- Develop quality measures to achieve high standard in reporting data while maintaining accuracy and meeting Service Level Agreement (SLA) for standard report requests
- Continuous improvement in the maintenance or creation of reports including recommendations for improvement, relevant benchmarking, outside data sources

Qualifications for reporting analyst

- Experience using various Business Intelligence tools (examples include Business Objects, Cognos, Oracle, Qlikview)
- Bachelor's degree in Business, Accounting, or related field or the equivalent knowledge and experience
- Minimum 1 - 2 years of Workday reporting required
- Experience with creating Workday Calculated Fields required