



# Example of Reporting Analyst Job Description

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Our company is growing rapidly and 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

- Utilize knowledge of Excel and other optimization methods to perform quantitative and qualitative data analysis
- Uploads & downloads information between HR software applications including eligibility files to vendors
- Maintains data systems for benefits eligibility, employee elections, confirms accuracy of data exchanged between systems
- Assess and produce relevant, standard, or custom information (reports, charts, graphs and tables) from structured data sources by querying data repositories and generating the associated information
- Collect, manage and clean datasets related to the report generation
- Research and reconcile data discrepancies occurring among various information systems and reports
- Participate in the implementation of data standards and common data elements for data collection
- Identify new sources of data and methods to improve data collection, analysis and reporting
- May test prototype software and participate in approval and release process for new software
- Perform analysis of business goals, objectives, and needs of the general business environment

## Qualifications for reporting analyst

- Flexibility to adapt to changing ad-hoc data requirements within short timeframes
- Knowledge and understanding of business processes, products and procedures across North American Credit Cards
- Participate fully as a team member, work effectively with teammates and contribute to a positive work environment
- Previous exposure to Credit Card portfolio performance considered an asset
- Minimum 2 years of development and reporting experience, preferably in SAS (Enterprise SAS, Bacardi and NACC Data Warehouse)