



Example of Reporting & Data Analyst Job Description

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Our innovative and growing company is looking for a reporting & data analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for reporting & data analyst

- Provide support to end users on reporting and data questions
- Develop deep understanding of Front Gate's data
- Develop and manage 3rd party import and data augmentation strategy
- Compile, interpret, analyze and report financial data and variances for the REV Parts division including customer profitability, sales, bookings, backlog and mix
- Prepare, distribute and explain various daily, weekly and monthly reports and analytics to REV Parts management
- Assist with the preparation of the annual plan and quarterly forecasts
- Complete the SAP receiving transactions for indirect purchases
- Maintaining and enhancing the data analytics and suite of reporting required
- Partnering with the division's teams to obtain data needed for the performance of their roles
- Gather, interpret and document reporting and/or data file requirements from report and datafile users

Qualifications for reporting & data analyst

- Expert with MS Office suite (Word, Excel, PowerPoint)
- Strong understanding of traditional BI tools such as Hyperion, Cognos, MicroStrategy, Business Objects
- Good working knowledge of next generation, data visualization solutions

- 2 to 4 years of experience in Data Management, some experience in managing Spend data and Data classification will be preferred
- 2+ years of Problem Solve experience preferred