



Example of Team Analyst Job Description

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

Responsibilities for team analyst

- Support other team members through periods of fluctuating workload and annual leave
- Act as point of escalation for the research and analysis of unresolved/complex payments and/or on-account receivables
- Review all refunds before manager approval and ensure accuracy of sales incentive adjustments related to A/R transactions
- Onboard and manage the remit process/ instructions for new clients
- Reconcile the Sub-ledgers
- Manage month-end accruals, reclassifications, and GL corrections
- Responsible for supporting change management initiatives, assist with monitoring job performance, ensuring quality of work, workload management, tracking metrics and providing documented input to Manager on employee issues
- Supports the Manager with the hiring and on-boarding process
- Compile, track, analyze, and report Analyst process metrics
- Maintain effective relationships with internal departments in Corporate Services Staffing, clients, third parties

Qualifications for team analyst

- Responsible for the delivery of the system requirements and support effort including, overseeing and reporting project status
- A high school diploma or GED and twelve years experience will also qualify
- NASD Series 7 and 66, or ability to obtain

- Understanding of legal terms