**Analyst, Reporting Analyst**

**Purpose:**

Leveraging the high skillset workforce within **Global Reporting Centre of Excellence (GRCoE)** team in China, while capitalizing in the breath of business and technical expertise from the **Business Information System (BIS)** team in the US to ensure that all project deliverables meet the timeline. Immediate involvement with the GRCoE reports migration effort with the Finance Operational Excellence Team to include the following:

* Transition targeted tasks of the report generation process to the GRCoE team
* Analyze,design and implement automation of report generation process
* Facilitate the changes management process

Moreover, the Reporting Analyst will support the expansion of the GRCoE to include additional reporting for other business organizations within Merkle.

**Responsibilities**

* Collect, compile, manage and statistically analyze data, using Excel (Pivot/Macro/VBA), Access or MicroStrategy as required, to monitor the financial performance and condition of the Company
* Report results of analyses, including information in the form of graphs, charts, and tables
* Conduct basic business analysis and reporting
* Provide financial analysis support for departments within G&A organizations and/or strategic projects
* Assists in preparing monthly other standard reports for senior management review
* Oversees, from a technical standpoint, quality assurance of analytical work performed ensuring accuracy, consistency of methodologies and documentation of procedures
* Provides analysis on a variety of reporting and data issues. This includes determining the appropriate analytical methodologies, developing and presenting alternative solutions, summarizing results and making recommendations to assist in managerial decision making
* Design and implement ETL solutions to automate the creation of reports
* Establish and maintain an effective system for analyzing operating performance of the various work units including the development of performance standards
* Develop standardized and maintain database and/or spreadsheets of financial and other key statistics
* Develop computer‐generated statistical and reporting data models
* Development of computer-based systems for collecting, verifying and monitoring operating data for use
* Evaluate and improve internal reporting tools and processes
* Perform more complex analytical studies, and other duties and functions as assigned
* Establish and maintain effective working relationships to facilitate effective communications

**Requirements:**

* Bachelor's degree from a top university in Statistics, Mathematics, Business, Accounting or Finance, Economics, Computer Science, Operations Research, Engineering or related field
* Analytical experience in management/financial analysis work is strongly preferred
* Strong data computation, technical and analytical capabilities; strong knowledge in MS Excel especially in functions, tables and pivot table; knowledge in MS Access (tables, queries, macros etc.) is required
* Experience in SQL Programming and ETL development using SSIS is required
* Nice to have knowledge in Excel Macro and VBA
* Strong knowledge of financial analysis techniques and methodologies
* Strong problem-solving skills
* Excellent oral and written English communication ability
* Excellent organizational and interpersonal skills with the ability to establish and maintain relationships with employees at all levels of the organization.
* Extensive use of personal computers and strong skills in MS Office (Excel/Access/PowerPoint/Outlook), especially Excel Macro is required, VBA knowledge preferred
* Must demonstrable strong skills in the use of spreadsheet packages, word processing, accounting/financial/computer applications software
* Ability to independently develop and analyze alternative solutions and make recommendations
* Ability to interact positively with people from culturally diverse background and work collaborate in a team environment. Excellent work ethic and great team player
* Ability to prioritize multiple, competing work assignments
* Strategic thinking with ability to translate to operational objectives