JOB DESCRIPTION

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| **TITLE:** | Business Intelligence Analyst | **DATE:** | 1/2019 |
| **REPORTS TO:** | CFO | **FLSA STATUS:** | Exempt |
| **DEPARTMENT:** | Finance | **MGT/SPVR:** | No |
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**SUMMARY**

The Business Intelligence Analyst is responsible for the design and development of reporting and dashboards, utilized by leadership for strategic decision making. This individual creates and maintains requested reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

* Creates, modifies, and maintains data warehouse(s).
* Develops, maintains and deploys new Power BI reports (graphs, charts, and matrices) and dashboards using SQL server, SSRS and SSAS cubes.
* Develops, maintains and deploys Crystal reports
* Creates integrated & scheduled reports within Power BI and Dynamics 365 for the Finance and Operations departments.
* Independently evaluates SQL code and reports for optimization.
* Creates, documents and performs standard testing procedures.
* Trains super users in the use of Power BI.
* Partners with cross functional team members to understand how the information is being used, how the tools are utilized and ensures reports are aligned with other data points across the business.
* Works with IT and business users to thoroughly understand requirements and develop specifications and reports.
* Ensures user adoption of the technologies developed.
* Assists in developing and maintaining data models and metadata documentation.
* Assists in developing BI standards.
* Manages the architecture and design and mentors less experienced team members.

**TECHNICAL SKILLS**

* Must possess a good understanding of the Microsoft Dynamics 365 architecture and integration.
* Experience with conformed dimensions; common, master, standard or reference dimensions.
* Experience with report UX design, SSAS and SSIS development, Power BI, Microsoft Dynamics 365, ETL development.
* Attention to detail
* Strong project management and organizational skills.
* Strong problem solving and analytical skills.
* Ability to independently research and solve complex technical challenges.
* Ability to translate business needs into technical specifications.
* Ability to work independently and effectively in a team environment.
* Excellent verbal and written communication skills.

**QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE**

A Bachelor’s degree in computer science or similar field, or related certification(s), along with advanced technical credentials preferred, plus at least 5 years equivalent related experience.

**LANGUAGE SKILLS**

Ability to fluently speak and understand English. Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, technical procedures, and/or governmental regulations. Ability to read and analyze architectural drawings and blueprints. Ability to write reports and general business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, and the general public.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a current valid California driver’s license, and a current registered operable vehicle and proof of insurance as required by state law. Microsoft AX/CRM certification(s) preferred.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel and to operate a computer keyboard, mouse, and telephone keypad. The employee is frequently required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and occasionally to taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds with assistance or equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is sometimes exposed to moving mechanical parts; high, precarious places; and outside weather conditions if visits to customer sites are required. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; extreme cold or heat; risk of electrical shock and vibration. The noise level in the work environment is usually moderate, but can be loud if working at a customer construction site.

Equal Opportunity Employer–minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.