
Position Title: Reporting Analyst

Department: Reporting
Reports to: Workforce Manager
Supervises: N/A

Description:

Working under an existing internal framework of software, the Reports Analyst will utilize existing tools and create new software, when necessary, to ensure timely and accurate statistics reporting for all supervisors and administration for all service centers.

Key Responsibilities:

- Work largely independently to develop software.
- Track and assess User requirements on a regular basis through mediums such as interviews, meetings, and surveys.
- Identify problematic areas in which processes could be improved through programmatic solutions. Such solutions will be implemented accordingly.
- Creating software solutions
- Create all necessary documentation related to any projects including user manuals, training documentation, and administrative documentation.
- Maintain and administered created projects.
- Assist the existing internal IT department as required, providing software solutions, reports, and other assistance when needed

Knowledge, Skills and Abilities:

- High School diploma required. Bachelor's degree in Computer Science or Software Engineering preferred.
- Must be fluent in written and spoken English.
- Working toward or already achieved the Microsoft Certified Solution Developer (MCSD) certification.
- Existing experience in a Reporting role in a similar environment.
- Knowledge of an object-oriented programming language, such as C++, Visual Basic, or Visual Basic.NET.
- Experience with web-based programming in ASP or ASP.NET.
- Database programming in Microsoft Access and Microsoft SQL Server. UML, XHTML, XML, CSS.
- Crystal Reports 8.5+ is required – must be able to develop new reports and edit and troubleshoot existent client reports.
- Strong knowledge of object-oriented design patterns.
- Strong knowledge of software engineering processes including creating software development plans, functional specifications, use cases, etc.
- Proficient in all aspects of the software development lifecycle, with a focus on requirements analysis.
- GUI design.

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- Strong mathematical knowledge required for report calculations.
- A consistent history of delivering results and improving business processes through software.
- Passion for excellence, strong work ethic and solutions-oriented.
- Fast learner with an entrepreneurial spirit.

Physical Requirements:

While performing the duties of this job the employee requires mobility, the ability to distinguish letters, numbers and symbols as well as hand/eye coordination. The employee regularly sits for long periods of time. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee regularly uses office equipment such as multi-line telephone systems, fax machine, copy machine, calculator. Employee will regularly use a computer for extended periods of time. The employee must occasionally lift and/or move up to 10 pounds.

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.

All of the above job duties may be changed/modified/deleted at any time by the Company; any other job duties may be assigned as needed.