

JOB DESCRIPTION

Job Title: Senior Reporting Analyst
Reports To: Director of Performance Analytics
Location: Gainesville, GA
FLSA Status: Exempt

SUMMARY

The senior reporting analyst is responsible for managing, designing, creating, and maintaining reporting applications, systems and services.

PRINCIPLE RESPONSIBILITIES (include but are not limited to):

- Key member of the report applications development team responsible for the creation, documentation, and support of company-wide core/standardized, ad hoc, scheduled, analytical reporting from the companies' reporting databases.
- Responsible for importing, exporting, aggregation and processing of data company-wide.
- Provides end-user training on report writing software and supports users in ad-hoc report creation.
- Works closely with end users to gather report requirements and ensure proper testing/validation.
- Assists analysts and developers with the design and creation of data warehousing projects.
- Will meet with internal and external reporting customers to help define the Inputs, Process and Outputs related to a specific reporting activity/event
- Documents created reports and/or changes to existing reports (including calculations).
- Standardizes reports company-wide to ensure accuracy.
- Is responsible for the on-time running and distribution of reports and extracted data files.
- Optimizes or fine tunes slow-running reports.
- Designs, implements, and maintains the Exporting, Transforming, and Loading (ETL) functions of reporting systems.
- Has the ability to multi-task and work on several projects at once.
- Troubleshoots problems in reporting systems.
- Develops solutions for automating the execution of large volumes of reports.

REQUIREMENTS

- Bachelor's degree in Management Information Systems, Computer Information Systems, or Systems Analysis and Design, or equivalent work experience.
- Strong knowledge of and experience with QlikView required.
- Experience with MS-SQL and accomplished as a query writer preferred.
- Experience with SSIS and MySQL preferred.
- Experience with JReports, MPower or other business tools preferred.
- Pharmacy Knowledge or HealthCare Industry Background very helpful.

PHYSICAL DEMANDS

Requires sitting, standing, and occasion light to medium lifting.

I confirm that I meet or exceed the educational and experience requirements set forth herein.

Print Name

Signature

Date