

**JOB DESCRIPTION –
Business Intelligence Reporting Analyst**

This position's primary purpose is to facilitate and support business and financial processes, reporting and business decision making through the management of data within the SQL based data warehouse and related business intelligence reporting site. This is a junior to intermediate level position with an emphasis on maintenance of data systems and the development and support of business decision-making reports.

The responsibilities of the individual in this position include:

- Maintain the backend processes of the internal Data Warehouse (SQL Server) and reporting tools used for analytics
- Document technical requirements and processes
- Maintain the internal report delivery site and support business unit reporting
- Support the integration of external data into the data warehouse
- Collect, analyze data and inputs from multiple external and internal sources making it functional to identify, understand and act upon
- First response for performance and integrity issues
- Continuous performance review of tools, processes, sharing best practices, and data delivery
- Conduct ad hoc data requests for business units

The successful candidate will have demonstrable skills and experiences including the following:

- Advanced Microsoft Excel, Access, BI, HTML, SQL Server experience
- Between 1-3 years' experience in the mutual fund or other financial services organization
- Fundamental understanding of accounting/finance
- Excellent interpersonal skills and an ability to communicate effectively with all levels of staff and management
- Highest standards of professional and personal integrity
- Able to handle both repetitive and creative tasks with an emphasis on attention to details
- Strong ability to collaborate within a diverse and networked organization
- A self-starter with the ability to work independently
- Excellent organizational skills with the ability to set priorities and meet deadlines
- Strong communication skills in English, knowledge of French would be a plus