



**Position Title:** Reporting Analyst

**Department:** Finance

**Reports To:** Computer and Information Systems Manager

**Status:** Non-Exempt

**Summary:**

The Reporting Analyst performs statistical modeling and analysis of structured and unstructured datasets to produce, maintain, and develop metrics, dashboards, reports, and other visualizations of business trends and patterns.

As the Reporting Analyst, you'll work closely with Scenic Bluffs Executive Leadership, Department Managers, and business end-users to understand their data and analysis needs.

**Duties and Responsibilities**

- Perform high level analysis of trends across all service lines.
- Complete ad hoc reports and analysis of performance as requested by leadership team.
- Integrate data from multiple sources or functional areas, ensuring data accuracy and integrity, and updating data as needed.
- Assist in identifying and analyzing key causes, patterns or trends based on the reports that are run daily, weekly and monthly.
- Recommend new or modified reporting methods and procedures to improve reporting content and completeness of information.
- Assist in training all local users on reporting platforms.
- Other duties as assigned.

**Qualifications:**

- Strong knowledge and understanding of Microsoft Office Suite, especially Excel, Pivot Tables, and other MS data analytics tools and functions.
- Knowledge of Tableau, Power BI, Cognos, or similar software is a plus.
- Ability to utilize data from multiple and diverse sources when solving problems.
- Ability to interface and communicate with various stakeholders and leverage these conversations to effect change in the overall process of data collection and analysis

**Education and/or Experience:**

- Associate Degree in Health Informatics, Data analysis, or related field
- One to three years of related experience 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.

- Work may require sitting or standing for long periods of time; also stooping, bending, and stretching.
- Occasionally lifting 25 pounds or more.
- Requires manual dexterity sufficient to operate a keyboard, telephone, copier, and other such equipment.
- Possesses sight and hearing senses to function adequately so that the requirements of this position can be fully met.

**Work Environment:**

A majority of the work is performed in a general office setting; occasional remote work is also a consideration. Interaction with others is frequent and interruptive. Work may be stressful at times. Work hours are 40 hours/week for full-time employees, 30 hours/week for limited full-time employees and less than 29 hours/week for part time employees. Work hours correspond to the hours that the health centers is open, which include weekday hours and exclude holidays and weekends. Occasional unscheduled overtime may be required. Community involvement is encouraged but not required.

As an organization committed to diversity and inclusion, Scenic Bluffs Community Health Centers provides equal employment opportunities to all employees and applicants for employment, encourages applications from historically underrepresented groups, and prohibits discrimination and harassment of any type with regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

**Acknowledgement:**

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to this job. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.