



Job Title: Internal Data Analyst
Department: Operations
Reports to: Directors of Finance and Practice Growth
Level: Supervisor, Exempt
Location: Louisville
Last updated: 2020

Summary of Responsibilities:

The Internal Data Analyst takes a leading role in assisting senior management in collecting, managing, interpreting, reporting, and visualizing data from multiple internal sources to help make informed and strategic decisions. He or she will also assist firm leadership to identify opportunities for improved data and reporting strategies. This position is supported by aggressive, forward thinking management.

Essential Functions:

- Interpreting data, analyzing results using statistical techniques
- Developing and implementing data analyses, data collection systems and other strategies that optimize statistical efficiency and quality
- Interpret data, analyze results using statistical techniques and provide ongoing reports
- Acquire data from primary or secondary data sources and maintain databases/data systems
- Identify, analyze, and interpret trends or patterns in complex data sets
- Filter and “clean” data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems
- Work with management to prioritize business and information needs
- Locate and define new process improvement opportunities
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality

Education, Experience, and Skills:

- A post-secondary degree in data analytics, business intelligence, or related area.
- 1-3 years of experience, preferably in a professional services or general commercial environment.
- Industry recognized certification preferred
- Experience with data analytics and business intelligence software, especially Microsoft Power BI.

- Reporting and data visualization skills
- Coding skills in languages such as Sql, Oracle and Python preferred
- Analytical and problem-solving skills
- Ability to set and meet deadlines
- Ability to work in high-pressure situations
- Excellent attention to detail
- Participative working style, advocates team concept.

Characteristics

- Strategic thinker
- Persuasive communicator
- Intellectually inquisitive
- Loyal
- Honest and straightforward
- Respects others' ideas
- Can work with all levels of staff
- Able to prioritize
- Strong organizational skills
- Excellent communication skills, both written and verbal
- Can focus on the big picture while also handling the small details

Expectations:

- Respect and earn the respect of fellow team members.
- Take ownership of identified processes and responsibilities.
- Keep open communications with manager, team and leadership.
- Perform work with confidence and pride, follow through to completion.
- Dependable.
- Make informed decisions – discuss with manager when needed.
- Grow and learn from past mistakes.
- Work in a safe, clean and employee friendly atmosphere.
- Work personal/professional development plan.
- Must have flexibility with work schedule.

Working Conditions:

- Minimal hazards.
- General office working conditions.
- Occasional heavy lifting.



- Periodic evening and/or weekend work.

By signing below I acknowledge I have read and reviewed this job description and understand my job responsibilities:

Employee Signature and Date

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, breast feeding and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.

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