Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Data Report Writer and Analyst</th>
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<tbody>
<tr>
<td>Department:</td>
<td>7941 Corp Fin; 7943 IT</td>
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<tr>
<td>Reports to:</td>
<td>Dir. of Biz Process, Analytics, Data Governance &amp; VP of IT</td>
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<tr>
<td>Type:</td>
<td>Full-time, Non-Exempt</td>
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**Job Purpose**

The Data Report Writer reports to the Director of Business Process, Analytics, and Data Governance (BPADG) as well as the VP of IT.

1. To support the Director of BPADG, this position assists in utilizing data and process automation to support the organization in efficient reporting and making data-driven decisions. This person, based on the report requirements, will create reports and workflows using tools like: SQL, SSRS, PowerBI. This position also assists in process automation utilizing MS power apps, SharePoint, PowerAutomate.
2. To support the VP of IT, this position will ensure integrity of the Data Warehouse (DW) processes.

This position requires a highly detail-oriented individual with excellent written and oral communication skills.

**Duties and Responsibilities**

**Report Writing and Analysis:**
- Create new reports, visualizations, and workflows based on business logic as provided by manager through conversations with business lines
- Create ad hoc reports and datasets based on data requests
- Maintain/update current reports and workflows based on evolving needs
- Automate current processes based on business logic as provided by manager through conversations with business lines
- Troubleshoot reports or processes to resolve errors
- Document report or process requirements
  - Write clear procedures and instructional manuals to build out self-service capabilities

**Data Stewardship:**
- Ensure data system integrity within and across multiple sources (i.e. Yardi, Salesforce, Datawarehouse, Excel)
- Assist with Master Data Services (MDS) maintenance
- Assist with Data Warehouse (DW) maintenance
Requirements

- Report writing experience in SSRS, PowerBI or similar
- Working with data sets (Transforming and loading data)
- Working knowledge of MS O365 Suite
- SQL experience
- Demonstrated ability to communicate orally and in writing
- Demonstrate good judgment to support the Director with technical advice and problem resolution
- Perform other related duties as necessary
- Ability to work with team
- Capability to prioritize workload and meet deadlines
- Detail-oriented

Preferred Qualifications

- Workflow experience (MS Power Automate preferred)
- Data visualization experience (MS Power BI preferred)
- SharePoint experience (O365 preferred)
- SSRS experience
- Master Data Services (MDS)

Working conditions

- Hybrid working environment (in office and at home)
- Works a standard workweek
- Travels up to 10% of the time

Physical Requirements

- Sitting, standing, walking, talking, hearing, and repetitive motions
- Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance
- This person in this role must be able to position him/herself (ex: kneel, crouch down) to fulfill the essential functions of the role less than half the time

Direct Reports

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<td>Date Approved:</td>
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<td>Reviewed by:</td>
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