

## ELEMENT CARE JOB PROFILE

**TITLE:** Business Intelligence Analyst  
**JOB FUNCTION:** Information Technology

**UPDATED:** 1/13/2022  
**FLSA STATUS:** Exempt

### GENERAL SUMMARY:

The Business Intelligence Analyst is responsible for clinical and business data analysis and management reporting to provide business insight and decision support. Incumbent provides ad-hoc analysis and reporting; regular analysis of clinical, financial, and operational data; and the creation of dashboard reports and management presentations. The role is service-oriented and interacts with all aspects of the organization.

### Essential Responsibilities:

- Works with clinical and business staff to help design and develop analytical tools, models, and reports.
- Facilitates meetings to gather business and data requirements and translates them into report and analysis specifications.
- Designs, develops, and produces statistical and other analytic reports.
- Develops reports and presentations offering findings and conclusions from analyses.
- Designs and implements automated reporting dashboards to track key business metrics.
- Identifies and defines process, procedure, data, and report improvements.
- Shares analytical conclusions with stakeholders to foster ideas for change and opportunities for improvement.
- Organizes and presents data and communicate analysis in a concise, precise, effective manner.
- Assess data and reports for quality and resolves data integrity issues.
- Performs other duties as required.

### JOB REQUIREMENTS:

- 1-5 years related experience
- Bachelor's Degree in Computer Science, Finance, Accounting, or similar field preferred
- Strong analytical, quantitative, problem solving, and organizational skills; attention to detail; and ability to coordinate multiple tasks, set priorities, and meet deadlines
- Demonstrated analytical and computer proficiency
- Experience with business reporting tools (e.g. MS Excel, SSRS, Tableau)
- Proficiency in MS Word, Excel, Access, Visio and PowerPoint
- SQL experience preferred
- Excellent interpersonal skills and a successful track record of collaboration toward achieving objectives
- Pro-active, process-driven, with a strong focus on understanding and exceeding the expectations of the customer
- Able to express information through strong verbal and written communications
- Health care experience preferred

Signature: \_\_\_\_\_ Date: \_\_\_\_\_