

# Business Intelligence Analyst



## Position Description

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Department: Business Intelligence  
Reports to: Supervisor of Business Intelligence  
Supervises: None

## Position Purpose

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The primary purpose of this position is to assist Associated Credit Union in living out its Mission: To offer members financial products that fulfill their needs, service that exceeds their expectations, and relationships that inspire their trust.

The Business Intelligence Analyst will be responsible for developing meaningful and actionable reports, dashboards, and visualizations for use across all Business Units. This individual is also responsible for assisting in the maintenance of the SQL Server Database. The ideal candidate has the ability to support in database design, data connector creation, and testing activities.

## Essential Functions & Core Duties

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- Utilizing SQL Server Datawarehouse and reporting tools to transform large datasets into business insights.
- Collaborating with key stakeholders to determine cause of technical issues
- Utilizes data tools and resources to provide descriptive, predictive, and prescriptive analytics.
- Participates in database development and maintenance.
- Analyzes current database and processes and discovers ways to leverage automation and more efficient procedures.

## Other Duties & Responsibilities

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- Completion of annual compliance training.
- Other duties may be required.

## Qualifications

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### Education:

- Associates degree required, Bachelor's degree preferred.

### Experience:

- One to three years of relatable work experience.
- Understanding of programming language SQL and relational databases
- Knowledge of SQL Server Management Studio and SSRS
- Experience with Data Analytics tools (e.g., Tableau)
- Working knowledge and understanding of financial institution operations and business processes preferred

### Core Competencies:

- Must have excellent analytical, problem solving, communication, and organizational skills.
- A desire to provide outstanding service to our employees and members is required.

## Performance Metrics

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- Assisting all employees and members to the best of your ability
- Arriving at work on time
- Completing all assigned tasks by the assigned deadline
- Communicating with team members during any critical situations
- Effectiveness in communicating, coordinating, and executing tasks with diverse business units and support areas
- Responsiveness to requests and ability to manage multiple tasks simultaneously while maintaining a positive and constructive attitude
- Completing all training including BAI and Wed. morning training

*This job description is not intended to provide an all-inclusive listing of related job activities. Management may request the incumbent to perform other related activities in place of or in addition to those representative activities noted in this job description.*

**Created: TBD**

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Employee Signature

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Date

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Employee Printed Name