**GENERAL DESCRIPTION**

Want to make an impact?  Use your BI and data analytics skills in a more meaningful way?  Our expectations?  Understand our vision and apply your intellect to draw insights from our data, create dashboards, visualizations and business tools for use throughout Finance and across the organization.  Finance is a microcosm within a larger organization where we value outcomes and skill, where you can take your hard earned knowledge and make outsized impacts across the enterprise.  Do you want to use your advanced knowledge at an organization that places a high-value on work-life balance, great benefits and a family atmosphere?  Join our fast paced Finance team that's what you'll get plus a whole lot more!  We'll add in 12 – 15 paid holidays a year plus great retirement benefits.  Most of all, you'll be making a positive difference in the lives of over 1.5 million Texas public education employees.  This is an excellent opportunity for a driven go-getter to show their initiative and grow professionally in a great team atmosphere!  
   
Here at TRS, we don't just fill positions.  We recruit the best and brightest, and we'd love to hear more about you!  
  
State Classification: (0654/Data Analyst V/B26/Exempt)  
State Classification (0655/Data Analyst II/B28/Exempt)

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

**Business Information Analysis**

* Defines, develops, and implements Financial data standards
* Identifies data gaps, errors, anomalies, inconsistencies, and redundancies by analyzing the content, structure, and relationships within data.
* Identifies and interprets data sources, patterns and trends and assesses data quality.
* Interprets and translates accounting and finance business needs into effective application and operational requirements to assist IT staff with implementation of finance and accounting system applications, software, and hardware.
* Develops automated solutions for monthly and annual reconciliations between the general ledger and sub-ledgers or Comptroller Statewide Financial Systems.
* Troubleshoots and resolves problems related to accounting and finance systems and applications.
* Performs analysis and maintenance of accounting systems to ensure compliance with federal and state laws and rules, and conformance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements.

**Senior Business Information Analyst:**

* Defines, develops, and implements Financial data standards.
* Identifies data gaps, errors, anomalies, inconsistencies, and redundancies by analyzing the content, structure, and relationships within data.
* Understands and compiles accurate data to present reports and assesses data quality.
* Interprets and translates accounting and finance business needs into effective application and operational requirements to assist IT staff with implementation of finance and accounting system applications, software, and hardware.
* Develops automated solutions for monthly and annual reconciliations between the general ledger and sub-ledgers or Comptroller Statewide Financial Systems.
* Troubleshoots and resolves problems related to accounting and finance systems and applications.
* Performs analysis and maintenance of accounting systems to ensure compliance with federal and state laws and rules, and conformance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements.
* Designs and develops models to improve financial analysis and to project financial impact of business changes.
* Tracks trends and provides recommendations for solutions based on findings.

**Reporting**

* Consults with Financial staff and TRS management to identify financial information needs.
* Extracts and compiles data from multiple financial systems, including writing SQL queries and using various business information software applications (such as Workiva and PowerBI).
* Develops periodic and ad hoc reports, dashboards and visualizations to keep management informed and help with decision making.
* Liaison between IT and Finance to facilitate implementation of new applications and automation of reports, processes, and interfaces.

**Senior Reporting:**

* Consults with Financial staff and TRS management to identify financial information needs.
* Extracts and compiles data from multiple financial systems, including writing SQL queries and using various business information software applications (such as Workiva and PowerBI).
* Ensures timely periodic and ad hoc reports, dashboards and visualizations are provided to support management with decision making.
* Responds to inquiries about financial data reports.
* Liaison between IT and Finance to facilitate implementation of new applications and automation of reports, processes, and interfaces.
* Provides thorough, visible, rigorous and transparent data reports and analysis.

**Training and Technical Guidance**

* Provides training and technical assistance to agency staff on the accounting system and financial information.
* Participates on finance related agency committees and special projects as assigned.
* May perform quality assurance and serve as a subject matter expert on data integrity, extraction, and compilation.
* Performs related work as assigned

Senior Training and Technical Guidance:

* Serves as a central resource for reports interpretation across the Finance Team and assists with developing specifications for reports.
* Provides training and technical assistance to agency staff on the accounting system and financial information.
* Participates on finance related agency committees and special projects as assigned.
* Performs quality assurance and serve as a subject matter expert on data integrity, extraction, and compilation.

**MINIMUM QUALIFICATION REQUIREMENTS/LICENSES AND CERTIFICATIONS**

**Education:**

* Bachelor's degree from an accredited college or university in Finance, Accounting, Business Administration, Information Technology or a related field.

**Experience:**

* Five (5) years of full-time business analyst, systems analyst, financial analyst, accounting, financial reporting, or related experience.
* Two (2) years of business or data analysis experience.
* One (1) year of finance, accounting or related experience.
* Experience with MS SQL and Power BI.
* Experience may be concurrent.

**Senior Experience:**

* Six (6) years of full-time business analyst, systems analyst, financial analyst, accounting, financial reporting, or related experience.
* Three (3) years of business or data analysis experience.
* Two (2) years of finance, accounting or related experience.

**Registration, Certification, or Licensure:**

* None.

***Preferred* Qualifications**

* Experience working with a star-schema data warehouse or other data analytic data structures such as Hive, Hadoop, SSAS, Snowflake, etc.
* Knowledge of R, Python or Matlab.
* Knowledge of State of Texas accounting and budgeting procedures, practices, and terminology.