



(<http://northernbank.applytojob.com/apply>)

Data Analyst

📍 Woburn, MA

🕒 Full Time

🎓 Experienced

Data Analysts will be responsible for analyzing and problem solving as it relates to data, types of data, metadata, and relationships among data elements within a business system or IT system. This role interacts with end users and reporting analysts to understand key data entities and data structures in capturing detailed data requirements. They will identify correlations between raw enterprise data and management, so data extraction, analysis and transformations are used as actionable intelligence. Data analysts may receive requests from all members of the Bank including the management team and must have strong task prioritization skills in addition to good statistical and critical thinking skills. Data analysts will often assist in complex modeling to properly present data. Data analysts are responsible for consulting and assisting with project analysis, program design, report writing, scripting, dictionary synchronization, and other technical matters required for computer applications. Data analysts will create models and data sets that adhere to written standards and best practices, and fully test and document to assure expected results. The position requires strong data analysis, problem-solving, business process, time management, reporting skills and knowledge of R, SQL and/or Python.

*** Please note, this role requires the employee to be on site in Woburn, MA on a full time basis.**

ESSENTIAL FUNCTIONS

A data analyst with some experience is required, who has a strong background in client and team requirements gathering. The post holder will be part of the information strategy team.

Responsibilities will be expected to be developed and finalized over time and will include but will not be restricted to leading and carrying out:

- Working under the supervision of the Data Management manager, partner with key business users and stakeholders to define data migration requirements, resolve data issues and validate procedures and results.
- Identify, document and validate data migration scope, data requirements and system/ infrastructure solutions.
- Define source system data requirements, data quality issues/fixes and business rules.
- Map and specify target data requirements and associated data transformations.
- Test data migration results and validate migration with key users and business analysts.
- Be a self-starter with solid interpersonal skills - projecting a very positive customer-service-oriented attitude.
- Adhere to processes and policies.
- Assist in the creation of dashboards for senior management
- Develop automation or efficiencies in production and monitoring reports
- Assist in creating and maintaining department procedures
- Monitor and analyze the Bank's business lines and provide reporting to senior management
- Create insights from external datasets; market, industry, geographic and economic
- Participate and enhance the current method of Bank reporting
- Preparation of models for senior management
- Ability to become proficient in the Bank's CRM tool, Salesforce
- Assist with document gathering for loan sales, participations and pledged assets.
- Participate in any current and future department goals
- Assist supervisor on any ad hoc requests

JOB QUALIFICATIONS

- Experience with mapping source to target systems with large data models
- Strong SQL abilities for database query and reporting
- Expert in Excel and proficient in other MS Office tools
- Ability to understand and work with large quantities of data to identify trends, errors and gaps
- Ability to multi-task and manage concurrent projects in various stages of development
- Impeccable customer service and interpersonal skills and excellent written and verbal communications skills mandatory.
- Experience in customer management, contracts, product, pricing, invoicing and commissions preferred

- Experience with ERP systems preferred
- Experience with agile project management techniques preferred
- Experience with data governance, master data management, data warehouse and business intelligence preferred

About Northern Bank & Trust Company

Northern Bank is a full-service bank dedicated to providing practical, common sense financial solutions to help our customers live their lives and grow their businesses. From deposit products to loans to payment and collections services, we work hands-on with our entrepreneurial customers, both locally and across the country, to provide the financial support they need to realize their personal and business goals.

Founded in 1960, Northern Bank has assets of over \$3 billion with 13 locations serving communities throughout Middlesex County. Northern Bank is a Member of the FDIC, and an Equal Housing Lender. For more information on online banking services, please visit www.NBTC.com or follow Northern Bank on Facebook

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