

Business Reporting Analyst

(Hybrid)

Position Description

Responsible for data collection, analysis and reports development, including monitoring trends and key performance indicators (KPIs) to share findings with senior management in support of Bank strategies and business objectives.

Key Functions

- Acts as subject matter expert on department data reporting requirements. Works with the Manager of Technology and Reporting to develop and implement standard automated reports for the department's use for daily portfolio management, monthly performance metrics, accounting reconciliation, risk analytics and governance reporting.
- Utilize automated tools to extract data from primary and secondary sources; transform data results into graphs, infographics and/or other methods to visualize data
- Prepares quarterly, semi-annual and annual regulatory reports for submission to Bank management, the Federal Housing Finance Agency, and the board of directors.
- Works with other Bank departments to perform daily and monthly reconciliations to ensure proper and timely posting of transactions to General Ledger accounts. Researches and resolves discrepancies.
- Maintains a working knowledge of Bank systems, reporting platforms, databases tables and columns to ensure ad hoc and/or standard reports are developed accurately and produced within the established timeframe.
- Create and executes user acceptance tests to ensure all department reports are defect-free prior to production implementation and use. Works with IT development vendors on refinements and remediation's to systems and production related issues.
- Educates and trains department staff on newly developed or enhanced reports.
- Meets established performance metrics and standards.

Essential Skills and Background

- Advanced skills in SQL and MS Office; Power BI experience preferred.
- Ability to read, write and modify SQL queries, create and present data trends and insights.
- Works independently on multiple projects simultaneously with little or no supervision, while ensuring accuracy and meeting deadlines.
- Research skills and knowledge of project management and implementation are required.
- Good oral, written, and interpersonal communication skills are required.

Minimum Requirements

- A bachelor's degree in information technology or business administration and three to five years of data reporting experience, or the equivalent combination of education and experience is necessary.
- Hybrid position; Must be willing to work and live in the state of Georgia

To Apply Visit: <http://corp.fhlbatl.com/who-we-are/career/>

Contact Information:

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