

Job Title: Data Analyst
Supervisor: Director of Information Technology
Position Type: Full Time
Location: Remote/In-Office (Fairfield, CT)
Date: 02/05/21

Overview/Job Description:

Foundation Source is seeking a seasoned, energetic, and collaborative Data Analyst to join our team. This person will work very closely with internal department heads to develop and track key performance indicators in the business, including, but not limited to, marketing, corporate finance and operations. The Data Analyst will be responsible for verifying data accuracy as well as interpreting and delivering data trends to many different departments within the organization. This person will influence corporate strategy and change by being an informed and relied-upon team member. The Data Analyst is expected to maintain regular reports, identify opportunities via ad hoc analyses, and make recommendations for maximizing the efficiency of the company.

Job Description:

- Interpret data, analyze results using statistical techniques and provide ongoing reports
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize efficiency and quality
- Acquire data from primary or secondary data sources and maintain databases/data systems
- Identify, analyze, and interpret trends or patterns in complex data sets
- Work with management to prioritize business and information needs
- Locate and define new process improvement opportunities
- Provide quality assurance of imported data, working with quality assurance analyst if necessary.
- Help develop reports and analysis.
- Generate reports from single or multiple systems.
- Evaluate changes and updates to source production systems.

Desired Skills and Qualifications:

- Proven working experience as a Data Analyst or Business Data Analyst
- Technical expertise regarding data models, database design development, data mining and segmentation techniques
- Strong knowledge of and experience with reporting packages (Business Objects etc.), databases (SQL etc.), programming (XML, Javascript, or ETL frameworks)
- Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS etc.)
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Adept at queries, report writing and presenting findings
- Experience with Microsoft Power BI.
- Prior experience with database and model design and segmentation techniques
- Strong programming experience with frameworks including XML, Javascript, and ETL
- Practical experience in statistical analysis through the use of statistical packages including Excel, SPSS, and SAS
- Proven success in a collaborative, team-oriented environment



Required Education and Experience:

- BS in Mathematics, Economics, Computer Science, Information Management or Statistics or equivalent experience.
- Five or more years of experience as a Data Analyst.

How to Apply:

- Interested applicants should send a cover letter and resume by email to careers@foundationsource.com Please indicate the position "Data Analyst" in the subject line of the email. No phone calls, please.

Physical Demands and Work Environment:

- In order to perform successfully the essential functions of this position, an employee must generally be able to do the following: communicate verbally (speak and hear); use hands or fingers; handle or feel objects, tools, or controls; stand; walk; sit; reach with hands and arms; occasionally lift and/or move up to 15 pounds; and write coherently and grammatically in English. The position requires the ability to see objects, print, and/or images at close range and in the distance, and the ability to adjust focus. Foundation Source will provide reasonable accommodations to enable otherwise qualified individuals with disabilities to perform the essential functions of the position.

NOTE:

- This job description does not include all of the duties that may be required of an employee in this position. Other functions, tasks, and duties may be assigned by the Company, in its discretion. To perform this job successfully, an employee must possess the skills, aptitudes, and abilities to perform each duty proficiently. Educational and experience requirements listed in this document are the minimal requirements for consideration for the position. The set of functions considered "essential" is subject to modification by the Company. Foundation Source will provide reasonable accommodations to enable otherwise qualified individuals with disabilities to perform the essential functions of this position. This job description does not create an express or implied employment agreement; in the absence of a specific written agreement to the contrary, all Foundation Source employees are employed "at will," and may resign or be discharged at any time, with or without notice.

Foundation Source is an Equal Opportunity Employer, maintains a drug free workplace, and complies with the ADA.

All applicants are considered without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, military/veteran status, genetic information, marital status, or any other protected characteristic under applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Any applicant requiring a reasonable accommodation to complete the application and/or participate in the interview process should contact a management representative.