



## **Management Reporting Officer**

Purpose: Responsible for the management reporting systems for the Bank. Helps to develop and analyze results of management reports that include reports for the Bank's board of directors, executives and senior managers. Responsible for maintaining the integrity of the data that is sent to third parties from the Bank's information. Responsible for the performance of, but not limited to, the below listed duties:

Location: Determined by qualifications

### Essential Duties & Responsibilities:

- Innovate and build actionable reporting products that are user friendly, intuitive, and visually consistent
- Run and distribute reports for the organization as needed
- Manage Ad Hoc request from leadership and operations team
- Prepare monthly / periodic management and board reports
- Maintain various data queries that are sent to third party vendors
- Analyze Key Performance Indicators (KPIs), identify, interpret and analyze trends in data sets
- Work with stakeholders and set KPI's and build reporting to track performance
- Identify inefficient processes and provide recommendations for process improvement initiatives
- Assist in cleaning and validating data
- Gathering data and creating presentations for leadership
- Gather departmental metrics and analyze for efficiencies and compliance with SLAs
- Design, develop, validate, and migrate reports and dashboard for business intelligence
- Create reporting standards and maintain reporting integrity throughout the bank
- Responsible for complying with BSA policies and procedures
- Other duties as assigned

Job Education & Experience:

- High School diploma or equivalent
- BBA in accounting and/or finance preferred
- Some clerical, administrative, cash handling, sales or customer service experience preferred
- General ledger and bank applications experience required

Job Competencies:

- Willingness to work flexible hours
- Strong listening and communication skills
- Honesty and integrity
- Aptitude for figures
- Accuracy and attention to details
- Computer skills including Microsoft Office, database management and query

Equal Opportunity Employer / Minorities / Females / Disables / Veterans / Drug Free Workplace