

## JOB DESCRIPTION

**Job Title:** Business Analyst, RADD  
**Reports To:** Manager, RADD  
**Location:** Gainesville, GA  
**FLSA Status:** Exempt

### SUMMARY

The RADD (reporting, analytics, data & dashboards) business analyst is responsible for designing, creating, and maintaining reports.

### PRINCIPLE RESPONSIBILITIES (include but are not limited to):

Key member of the reporting and analytics (RADD) team responsible for the creation, documentation, and support of company-wide core/standardized, ad hoc, scheduled, analytical reporting from the company's reporting databases.

Will meet with internal and external reporting customers to help define the Inputs, Process and Outputs related to a specific reporting activity/event and ensure proper testing/validation

Provides end-user training on report writing software and supports users in ad-hoc report creation.

Assists other reporting analysts and developers with the design and creation of reports and other data warehousing projects.

Documents created reports and/or changes to existing reports (including calculations).

Has the ability to multi-task and work on several projects at once.

Troubleshoots problems in reporting systems.

Develops solutions for automating the execution of large volumes of reports.

### REQUIREMENTS

Bachelor's degree in Management Information Systems, Computer Information Systems, or Systems Analysis and Design, or equivalent work experience.

Experience with QlikView, JReports, Chartio or other business tools preferred

Familiar with MS-SQL databases and accomplished as a query writer preferred.

### PHYSICAL DEMANDS

Requires sitting, standing, and occasion light lifting.

I confirm that I meet or exceed the educational and experience requirements set forth herein.

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Print Name

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Signature

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Date