



Business Intelligence Analyst

JOB OVERVIEW

At FCCS, we accelerate leading edge possibilities. For our people. For our partners. For our clients. To sustain this commitment, the Business Intelligence Analyst will provide strategic, analytical, and technical support for business intelligence activities. The BI Analyst leverages data to gain key insight into business opportunities, and effectively presents these insights to stakeholders. The BI Analyst is heavily involved with the distribution and successful delivery of all BI reports. The BI Analyst spends 70-80% of the time analyzing and developing for existing and/or new solutions including databases. The other 20-30% of the time will be spent assisting with technical support activities.

Salary range for this position is \$68,000-\$102,000 annually.

JOB RESPONSIBILITIES

- Partner closely with the IT Director to analyze small/medium data repositories to populate and maintain a central data repository.
- Designs, develops, and maintains reports and analytical tools.
- Performs ongoing monitoring and refinement of reports.
- Provides technical support for existing reports, dashboards, or other tools.
- Identifies and analyzes errors and inconsistencies in the data and provides timely resolutions.
- Translates data results into written reports, tables, graphs and charts to convey information to management.
- Creates written communication materials that effectively summarize findings and support recommendations.
- Creates ad hoc reports and views on a frequent basis to assist management in understanding, researching and analyzing issues.
- Teaches and advocates the use of business intelligence tools across levels of the organization.
- Maintain the confidentiality of company and client data.
- Assist with identifying off-the-shelf tools as a solution when possible.
- Maintain existing and/or new system development which may require gathering of user requirements, design, develop, test, and implement a solution of moderate complexity and/or scope.
- Prepare user and/or system documentation that may include flows and/or procedures for processes and/or applications as needed. This may include issues workarounds, planning and developing user acceptance test scenarios and/or user training materials.
- Troubleshoot/resolve application (desktop and SaaS) and non-application issues at user's workstation and escalate to helpdesk partner as needed.
- Exercise judgment and decision making in the diagnosis and resolution of issues.
- Reserve, maintain, ship, and track audio-visual equipment for organization's conferences and events.
- Provide phone system support as needed.

- Keep current with the latest technology solutions and assist with new technology implementations that meet and enhance business and system requirements.
- This position has no direct reports but does require the oversight of helpdesk cases and may require directing the technical support member to completion of a case.
- Other IT related duties and projects as assigned.

JOB REQUIREMENTS

- Bachelor's degree in Information Technology related field required or equivalent years of experience.
- Minimum of 3 years' work experience with each of the following required:
 - Application development using .NET, C#, API, SQL Server, Microsoft Power Platform (formerly Power Automate) – in network environment as well as mobile. Combo of Agile/Waterfall methodology.
 - MS Office 365 (including Exchange and Teams) – administrative functions and development.
 - Microsoft Dynamics SL 2015 (on premises) and its RDT.
 - SQL Server 2008+ experience and understanding of SQL statements and their impact
 - Tech support at the desktop for operating system (Windows 10), MS Office (Word, Excel, PowerPoint, Access), Adobe Acrobat Pro, SaaS tools/applications
 - HTML, CSS, JavaScript, Visual Studio (VB, C#)
- Experience with Active Directory and an understanding of network security required (this position will not need to engineer the Windows Server environment as we have a partner that manages)
- Strong experience of Data Analysis with Power BI/Tableau and/or SQL Server Analysis/Reporting Services to produce reports and dashboards required.
- Preferred experience managing SaaS products as an administrative and providing support – Cvent, Origami, and others.
- Preferred experience supporting MacBook in network environment.
- Telecommunication experience preferred.
- Proven attention to detail to maintain a high level of productivity and accuracy.
- Must demonstrate strong, professional verbal and written communication skills to be able to work with users diplomatically and skillfully.
- Able to meet deadlines under pressure and adjust to changing priorities, in some cases managing several tasks at once.
- Work independently as well as collaboratively in a fast paced, growth environment
- Maintain a consistently high level of productivity and accuracy, juggling multiple priorities and manage time efficiently.
- Must be able to stand or sit for long periods of time.
- Must be able to lift up-to 50 pounds multiple times per day.
- Other duties as assigned, including assisting staff with setup of video conferencing, WebEx/Zoom event, etc. and breakdown/setup of computing components as needed.

An Overview of FCCS. Our Expertise. Our Services.

FCCS was created in 1975 to help clients enhance their organizations and optimize their operations. In the 45 years since, we have:

- **Expanded** our business and consulting services to address the increasingly dynamic challenges of the marketplace.
- **Introduced** leadership development, governance, and talent management programs that have earned strong praise from boards, executives, and human resource officers, alike.
- **Addressed** the financial and operational concerns our clients face at the most pragmatic levels with legal consulting services, strategic risk management, and collective buying power.
- **Diversified** our clients and programs, bringing growth, new energy, and insight to our organization.

Headquartered in the Denver Tech Center, with approximately 50 employees, FCCS is proud to serve a variety of clients across the U.S.

We provide:

- Governance and Leadership Development
- Conferences, Programs, and Events for Professional Development
- Executive Coaching
- Thought Leadership and Professional Speakers
- Strategic Talent Management
- Merger, Acquisition and Corporate Finance Advisory
- Risk Management and Insurance Management
- Passkey Affinity Program

The unique blend of our expertise, services, programs, and conferences enables us to create enriching business solutions and help organizations to be more.

JOIN OUR GROWING TEAM!

Compensation:

- ✓ *Competitive Salaries*
- ✓ *Annual Performance Bonuses*

Benefits:

- ✓ **90% employer paid** health insurance options
- ✓ 9-12 paid holidays annually
- ✓ Generous paid vacation and sick time
- ✓ Generous 401k matching and other benefits
- ✓ Casual Dress Code
- ✓ Collaborative and welcoming work environment

Interested candidates should email a cover letter, resume and salary requirements to human_resources@fccsconsulting.com

FCCS is an equal opportunity employer (EOE).

FCCS may require job candidates to successfully complete a background check as a condition of employment.