

# Business Intelligence and Systems Specialist

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## Grade: 9

**Reports to:** Accounting and Finance Manager  
**Job Status:** Full-Time, Exempt

**Department:** Finance  
**Approval Date:** January 2018

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## Job Summary:

The business intelligence & systems specialist will primarily support the Siriusware point of sale software including its strategic development. In addition, the candidate will build, develop and maintain all Admissions and Finance databases, which entails serving as database administrator (DBA), executing a data warehousing & architecture strategy and delivering reports to support business requirements. Finally, the candidate will assist Finance with various responsibilities as business needs dictate.

## Essential Functions:

### General:

- Adhere to the South Carolina Aquarium Policies.
- Support the mission of the SCA by participating in programs and events on a regular basis.
- Participate in various cross-functional teams on selected projects as required.

### Point of Sale Support:

- Create new items in Point of Sale system to ensure reporting needs are met and configure new sales point installations.
- Troubleshoot sales point issues as it pertains to reporting or configuration.
- Assist IT with all Point of Sale upgrades and new features.
- Review error detection reporting for duplicate transactions, etc.

### Data Management:

- Ensure line of business databases are accurate, efficient and updated frequently.
- Maintain and develop data flows and file transfers, including FTP, across various systems.
- Achieve efficiencies in data warehousing and develop a data architecture strategy.

### Reporting:

- Build and maintain financial and business reports to satisfy department reporting needs.
- Develop reporting solutions using SQL server data tools.
- Tune stored procedures of existing and new queries.
- Write ad-hoc queries for staff to support business requirements.
- **Finance:**
- Assist external agency personnel (auditors, grant representatives, regulatory agencies) for the purpose of providing information and general support.
- Analyze financial information (revenues, expenses, cost projections, cash flow, etc.) to provide direction and support, make recommendations, maximize use of funds and ensure departments and programs are within budget.
- Support budget preparation, analysis and reporting.

## **Knowledge, Skills and Abilities:**

- Must have experience with a leading 'Point of Sale' (Prefer Siriusware).
- Compose and deliver presentations for both internal and external groups.
- Experience with Window 7 and Microsoft Office Suite, including Excel, Word, PowerPoint, and Outlook.
- Competent in Accounting and Business software, including Forecaster, Dynamics, and Raiser's Edge.
- Ability to perform multiple, highly complex, technical tasks independently. Willingness to occasionally upgrade skills to meet changing job responsibilities.

## **Education and Experience Required:**

- 2 years Point of Sale experience
- 2 years SQL or TSQL experience
- 2 years of SSIS, SSAS and SSRS experience
- BS in Business Administration or BS in Technology field complemented with business experience

## **Licenses and Certifications Required:**

- Valid Driver's License

## **Physical Requirements:**

- Requires average walking, standing, bending, stooping, crouching, sitting and computer and phone tasks required.
- Occasional ability to lift up to 50 lbs.

## **Working Conditions:**

- Normal office environment
- Contact with customers, outside vendors and the public

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not construed to be an exhaustive list of all job duties performed by the personnel classified.**

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