FORTRESS BANK

Position Description

Job Title: Business Intelligence and Reporting Analyst **Division:** Information Systems

Job Summary:

The Business Intelligence and Reporting Analyst supports the Bank's Information Systems function by helping ensure reporting is accurate, reliable, and aligned with business needs. This role works closely with Information Systems leadership, business units, end users, and vendors to support reporting requirements and resolve related issues. The position takes responsibility for assigned work and supports broader business systems, application testing, documentation, and other Information Systems responsibilities as knowledge and experience develop.

Duties and Responsibilities

- Develop and maintain Power BI scorecards, dashboards, and operational and management reports using established data models.
- Create new reports and convert legacy Microsoft Report Writer reports to paginated reports using Power BI Report Builder.
- Work with business users to define reporting requirements, including measures, calculations, filters, parameters, and presentation needs.
- Monitor report refreshes and data outputs and troubleshoot reporting exceptions, discrepancies, and data-quality issues.
- Create and maintain data feeds and extracts using existing reporting capabilities and supported queries.
- Read, make straightforward modifications to, and validate SQL queries, obtaining assistance for more complex requirements.



- Reconcile and validate reports, scorecards, feeds, and extracts for accuracy, completeness, and proper formatting.
- Provide day-to-day support and training to users of reports, dashboards, and related reporting tools.
- Coordinate with internal technical staff, business users, and vendors to resolve data-model, connection, platform, and reporting issues.
- Gather and document business and technical requirements and participate in testing and implementation of report changes, system upgrades, and related enhancements.
- Identify opportunities to improve reporting consistency, address recurring data-quality issues, and reduce manual work.
- Follow established standards for data access, confidentiality, documentation, testing, and change control while protecting customer and Bank information.
- Manage assigned work independently, communicate progress, and coordinate priorities and technical escalation with Information Systems leadership.
- Perform other duties as assigned.

Qualifications and Experience

- Degree in Computer Science, Information Technology, Information Systems, Business Administration, or a related field, or an equivalent combination of education, training, and practical experience.
- Demonstrated experience with reporting, dashboarding, data analysis, or business intelligence.
- Experience with Power BI, including established data models, relationships, filters, measures, and straightforward DAX calculations.
- Experience with Power BI Report Builder or related Microsoft paginated reporting tools.



- Proficiency with Excel, including formulas, lookup functions, pivot tables, and Power Query.
- Familiarity with reading, modifying, and validating SQL queries; advanced SQL development is not required.
- Experience preparing and validating data feeds or extracts, including field mapping, file formatting, and completeness checks.
- Proficiency in Microsoft Office Suite and the ability to work independently and collaboratively.
- Experience with banking systems, application support, software development life cycle (SDLC), business process modeling, user acceptance testing, cybersecurity, or financial compliance standards is preferred.

Salary Range: $56,000-$67,000

Equal Employment Opportunity Employer M/F/D/V