

IT Application and Reporting Analyst

Reports to: Director of IT
Location: Minneapolis, MN

Position Overview:

North Star Resource Group, one of the oldest, largest and privately-owned financial services companies in America, is seeking an IT Application and Reporting Analyst to Provide technical planning and support in a fast-paced, dynamic financial services environment. You will join an IT team that works hard, has fun and is always learning. This role is primarily focused on ownership of North Star's data management and reporting as well as administration of our document management system. Since we are a small team, everyone must also help with Tier I and Tier II support.

Key Traits for Success:

- Excellent customer service and communication skills.
- Root-cause troubleshooting mindset. No Band-Aids allowed!
- High level of technical curiosity and capacity to learn.

Essential Functions:

- Participate in the design, build and ongoing management of a new data management and reporting system.
- Act as the primary of our document repository system.
- Provide Tier I and Tier II desktop support as needed.
- Be a great teammate.

Required Skills and Experience:

- 1-3 years of experience working in IT support, development or data management
- Excellent technical troubleshooting skills
- Ability to work on multiple projects simultaneously
- Ability to work without close supervision
- Understanding of MySQL, SQL and/or DAX
- Experience with PowerBI or Tableau
- Experience with enterprise reporting systems
- Excellent organizational and communication skills

Why You'll Love Working for Us:

- 16 days of PTO a year in addition to 7 paid holidays
- 8 hours of Volunteer Time Off (VTO) each year
- Health Benefits – Medical/Dental/Vision available
- Short- and Long-Term Disability
- 401(k) with 50% matching up to the first 6%
- Regular social events put on by our Event Planning Committee
- Multiple opportunities for personal growth through continuing education classes and exams.

Created By	Sources	Last Updated
Human Resources Manager	OMAT	May 2019