

# Data Analytics Specialist

## Accounting Department

### Summary:

Data Analytics Specialist will play a key role in transforming raw data into actionable insights through collaboration with key stakeholders. This position will create reports, visualizations, interactive dashboards and metrics to support strategic decision-making across the firm. This position requires an innovative thinker who understands general business concepts and can find new methods to relay pertinent information and observed data trends.

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### Qualifications:

- Bachelor's Degree in Economics, Finance, Data Science or related field.
- 3+ years of professional experience in data analysis, business intelligence, or data management.
- Proficiency in SQL and at least one data visualization tool (Power BI, Tableau).
- Strong understanding of data modeling, relational databases, and data warehousing concepts.
- Demonstrated ability to translate complex data into clear, actionable insights for non-technical audiences.
- Analytical thinker with superior problem-solving, decision-making, organizational and time management skills.
- Excellent written and oral communications skills to clearly and concisely summarize conclusions and observations.

### Duties and Responsibilities:

- Collaborate with cross-functional teams to understand business objectives and translate them into data-driven solutions.
- Design and develop data visualizations, interactive dashboards and reports using business intelligence tools such as Power BI, Tableau or similar platforms.
- Develop and maintain data models, queries and scripts to support reporting platforms and dashboard development.
- Explore data warehouse concepts, relational databases, and ETL best practices to support scalable and efficient reporting solutions.
- Support data management, extraction, analysis and advanced analytics while maintaining high levels of data integrity.

**Status:** Exempt

**Reports To:** Senior Director of Financial Systems and Reporting

**Workplace Type:** Remote

Salary range of \$61,000- \$117,000 dependent on candidate experience and candidate location.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

### **Qualifications (continued):**

- Highest level of integrity and good judgment, with the ability to effectively deal with highly sensitive and confidential information.

Proactive, flexible, dynamic personality who can work independently and in a team environment.

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