NEW MEXICO MUTUAL

Job Title: Business Intelligence Operations Analyst
Department: Business Analytics
Reports to: Analytics Operations Manager

Position Summary:

The primary focus of this role is utilizing databases and data extractions to build dashboards, finance models and visualizations for recurring reporting. A strong knowledge of SQL, Excel, and BI tools such as Cognos is required. RFP support for building the client base is desired.

This position uses business knowledge, analytical acumen and strong relationship-building skills to significantly contribute to projects noted above and further related to the business analytics needs of New Mexico Mutual as a liaison to end users to interpret information needs, design reports, and provide support on the business intelligence (BI) tools.

Essential Functions:

REQUEST DEFINITION: Assist or independently contribute to strategic and tactical business initiatives by interpreting the business needs from management and end users. Work with the Business Analytics team to design the analytics solutions and reporting necessary to fulfill business requirements.

ANALYZE & DEVELOP FINDINGS: Conduct research at direction of management and with personal initiative to analyze trending data; develop findings and recommendations for Senior Leadership to be utilized by internal/external stakeholders.

BUILD & QA: Learn, understand, and apply advanced knowledge to create and maintain reports / visualizations / information utilizing the appropriate tools (Excel, Cognos Analytics, Word, Power Point, SQL, etc.), with attention to detail and accuracy to meet the information requirements identified by management and end users. Analyze reported data to ensure information is accurate and reconcilable to its source of origin. Perform quality assurance testing as appropriate prior to releasing data/information/reports to customers.

DISTRIBUTE / PRESENT: Meet with end-users / management to review visualizations, data

findings; describe analytics process and parameters as requested; present to requesting parties in the method most appropriate to the information to be conveyed; create recurring report distribution as requested by the end-users.

STRATEGIC GOAL SUPPORT: Support the organization in achieving its Operating Goals by translating business requirements and requests into data analytics solutions utilizing various data reporting/visualization tools.

RECURRING ITEMS: Contribute to the timely, accurate completion of recurring projects including Integrion Support, Regulatory Reporting, Management and Board of Directors meetings, etc.

Job Qualifications

Education:
Bachelor's degree in a relevant discipline such as accounting, finance, economics or related field from an accredited college or university.

Experience:
Three or more years of related experience in a corresponding field, preferably in workers' compensation or general health care insurance.

Required Skills/Abilities:
    Attention to detail and accuracy
    Prioritize/Time Management
    Ability to partner with internal and external stakeholders
    Ability to build and maintain relationships within and between departments
    Excellent communication skills

Values and Mission:
Adheres to New Mexico Mutual's values and mission by demonstrating Service Excellence, Trust, Ownership, One Team and Boldness in thought and action.

Positive Attitude:
Develops and maintains positive working relationships with team members, customers, co-workers and management by demonstrating effective communication and collaborative skills.

Working Conditions:

NEW MEXICO MUTUAL maintains general office conditions with light physical demands.

Employees of **NEW MEXICO MUTUAL** adhere to all safety rules and regulations including building security.

Employees participate in ensuring safe and efficient operating conditions that safeguard employees   and facilities.

NEW MEXICO MUTUAL maintains a drug free environment, drug testing prior to employment as well as upon a work-related accident.

Exposure to VDT screens.