**Title:** Data Analyst

**Summary:**
The Data Analyst collects, organizes, reviews, and verifies the data necessary for analysis of client portfolios. In addition, the Data Analyst assists in maintaining internal research databases and contributes in the completion of special projects. The Data Analyst interacts regularly with custodian banks and investment management firms, in addition to other data providers. The Data Analyst works regularly with analysts and consultants in carrying out the position’s duties.

While the normal workday consists of 40 hours, this position may require more than 40 hours per week to perform the essential responsibilities of the job.

**Required skills:**
- Ability to gather, organize, and coordinate data from disparate sources
- Strong quantitative skills
- Facility with spreadsheet programs and word processing software
- Skill at analyzing, evaluating, and reviewing quantitative information, with a high degree of accuracy; familiarity with investment statistics
- Excellent attention to detail and organized work habits
- Ability to work efficiently and accurately under time pressure
- Ability to work well with employees from other company departments and external contacts
- Familiarity with financial and statistical concepts
- Ability to work within established guidelines and procedures

**Responsibilities:**
- Gather, organize, and verify financial data related to client accounts and investment managers and strategies
- Maintain and update regularly databases of investment information
- Calculate and verify client-related investment data and statistics
- Produce report-ready data for quarterly and monthly reviews, including reviewing data for accuracy and reasonableness
- Assist in the development of internal indices and analytical analysis tools.
- Assist investment analysts and consultants with special projects as needed
- Fulfill any and all other duties deemed necessary by management
Measures of success:

- Accuracy and timeliness of client-related work product
- Level of proficiency with required software
- Level of effectiveness in interacting with external data suppliers (custody banks, investment managers)
- Contribution to improvements in the efficiency of the company’s data-oriented processes and procedures
- Maintenance of good working relationships with other employees
- Levels of satisfaction of Investment Analysts and Consultants as users of the Data Analyst’s services