



Job Description

Position Title: Junior Data Analyst

Department: BOX Regulation

Location: Chicago

Date: May, 2021

Status: Full Time, Exempt

Position Summary:

Under the supervision of the Billing Manager and Director of Data Analytics, the Junior Data Analyst will support custom billing system enhancements and develop in-house programs for data validation and month-end billing processes.

Position Duties:

- Analyze data across several large data sources.
- Develop and maintain programs for billing and trade data validation.
- Develop detailed technical specifications for billing system programmers.
- Perform QA testing of custom billing system enhancements.
- Assist with customer account reconciliation.
- Prepare analytical reports.
- Address customer billing questions.
- Leverage technology to streamline current processes and decrease repetitive tasks.
- Communicate status, issues, and resolutions.

Education:

Bachelor's degree in Computer Science, Information Systems, or Data Analytics required.

Experience:

Entry-Level Position

Job Knowledge and Skills:

- Experience with Python, SQL, Excel. Knowledge of Tableau.
- An aptitude for analytical and problem resolution.
- Self-starter, proactive and objective oriented.
- Interpersonal skills to work effectively and collaboratively with persons from diverse backgrounds and at various organizational levels within and outside of BOX.