PROFILE:

Position: Reports Analyst (Crystal Reports/ SSRS)
Pay: commensurate with skills.
Other Compensation: spot bonuses for exceptional customer work, company profit sharing program.
Employment: full time or part time, remote or in-office, contract work considered.
Hours: full time or part time, but minimum 15-20 hours per week.
Schedule: highly flexible, based on business needs; however minimum 15-20 hours/week required.   Work can be done off-hours (night and weekends) but some business hours are required.
Location: remote or in Schenectady, NY office (post-COVID). Some initial training in our Schenectady NY office may be beneficial but is not required.
Reports to: COO
Contact: adam.bell@scubeenterprise.com or zachary.mcvicker@scubeenterprise.com
Degree or Years of School Required: None required. 4 year Comp Sci degree may be beneficial.

[s]Cube Inc. is a Technology Services company located in Albany, New York. We provide technical implementation services to state and local government customers in the areas of licensing, permitting, court management, tax and finance, and more. We also operate in the fields of e-Discovery and data privacy.

The [s] Cube team is seasoned in innovative IT delivery and is comprised of technical analysts, project / delivery managers, report writers, SQL specialists, business architects, consultants, technical architects, agile developers, and cloud specialists.

The **Reports Analyst position** will work with our software delivery team to implement one of the offered software platforms for [s]Cube clients across the country. The position will review, understand and execute on client requirements in direct client meetings and in internal settings, and will work in a detailed work tracking system to execute and track the delivery of the project.

[s]Cube uses an Agile/Scrum based approach, so familiarity with that development strategy will be helpful. Daily client meetings, regular check-ins and status reports, in-depth client requirements discussions, detailed user acceptance testing meetings, working demonstrations of the product, bug fixes, and data conversions work, are all part of the day-to-day activities required in the position.

The successful Reports Analyst is working hard every day to work with clients to develop specifications, developing reports to meet those specifications, customizing and correcting these reports based on client feedback, and otherwise supporting [s]Cube customers to ensure that client requirements are met or exceeded.

Our work environment is fast-paced providing rapid delivery for our business partners and clients. Successful employees are those who enjoy learning, hard work, executing in a highly collaborative environment and who also value quality and driving client satisfaction. Because [s]Cube is a small and growing company, we also look for people with a strong desire to drive change as we dynamically grow our business, and who want to grow their career as the company expands – including with long term mentoring and management opportunities.

Required Skills
- Crystal Reports and/or SSRS reporting experience in a real business setting is essential. 2-3 years of experience is preferred, though we can work with those earlier in their career.
- Excellent SQL knowledge is essential, along with an affinity for learning how new databases are designed and function.
- Bachelor's degree OR 2-3 years of relevant work experience (we do not require degrees – just talent and hard work)
- 2-3 years of proven work experience in delivering on technical projects, preferably in an Agile/Scrum environment.
- Experience in defining requirements and conceptualizing solutions on related projects or work assignments
- Exposure to/knowledge of Agile development methodologies
- Demonstrated problem solving skills and the ability to work collaboratively with other stakeholders or team members to resolve issues

Other Professional Requirements
- Strong background in key technologies, including web-based client/server environments, network technologies, databases and related technologies
- Scripting skills, preferably with JavaScript or a similar technology. C+ or C# experience is a big plus.
- Basic understanding of programming and software design will help
- Strong technical aptitude, and experience building and supporting web-based technologies will be essential.
- Flexibility and adaptability to adjust to a rapidly growing, dynamic environment
- A strong client service focus – willingness to go the extra mile for customers is essential.
- Ability to work independently with clients both in person and remotely, and to confidently represent [s]Cube and win client confidence while doing so.
- Excellent analysis skills
- Outstanding follow through and customer service
- Excellent oral and written communications skills; ability to interact with management and co-workers
- Strong work ethic – some evening and weekend hours will be required
- Ability to adhere to strict deadlines
- Ability to juggle many priorities and to be able to provide accurate time estimates for work requests
- Ability to maintain strong relationships with client and technical team members, as well as with management.

Technologies Involved:

- Accela Automation
- Municity platform and related technologies
- Crystal Reports and SSRS
- Oracle, SQL Server, SQL
- .NET
- JavaScript
- C, C+ C# (for specialty roles)