



Data & Reporting Analyst

Department:	IT
Reports To:	VP, Chief Information Officer
Classification:	Exempt
Pay:	G 13 Salary Range: \$85,309.10 (min) \$106,636.37 (mid) \$127,963.64
Type:	Full Time
Location:	Glendora, CA (Hybrid Eligible)

Purpose:

The Data & Reporting Analyst plays a key role in enabling data-driven decision-making and strategic insight at ACCU. This position is responsible for delivering high-quality reports, dashboards, and business intelligence solutions, while supporting data governance through the standardization, cleansing, validation, and documentation of data sources.

Key Responsibilities:

Data Management

- Ensure data accuracy, consistency, and integrity across all reporting platforms.
- Investigate and resolve data discrepancies between systems; recommend corrective actions.
- Contribute to data quality initiatives including standardization, validation, cleansing, and documentation.
- Assist in developing and maintaining a centralized data dictionary and metadata repository.
- Support compliance with data privacy, security, and regulatory standards.

Reporting

- Design, develop, and maintain recurring and ad hoc reports from core banking systems.
- Collaborate with business units to gather reporting requirements and translate them into technical specifications.
- Contribute to the development of a standardized reporting framework, including intake, validation, and governance processes.

Business Intelligence

- Build and maintain interactive Power BI dashboards for operational and executive use (e.g., loan portfolio, deposit analytics, KPI tracking).
- Analyze data to identify trends, patterns, and insights that support strategic planning and performance improvement.

- Provide training and support to end users on interpreting reports and navigating dashboards.
- Communicate complex data findings clearly and effectively to non-technical stakeholders.

Expectations:

Maintain compliance with all applicable laws and regulations, including but not limited to:

- Bank Secrecy Act (BSA)
- Office of Foreign Asset Control (OFAC)
- Anti-Money Laundering (AML) provisions of the USA Patriot Act

Qualifications and Educational Requirements:

Required:

- Bachelor's degree in Information Systems, Computer Science, Statistics, Data Analytics, or a related field (or equivalent experience).
- Minimum 3 years of experience in data analysis, reporting, data governance, or business intelligence.
- Proficiency in Microsoft Excel, SQL, and BI tools such as Power BI or Tableau.
- Strong understanding of data extraction, transformation, analysis, and visualization.
- Familiarity with credit union products, services, and financial reporting.

Preferred:

- Experience with financial systems.
- Experience with creating data flow diagrams (e.g., mapping documents) are requirements documents.
- Understanding of regulatory requirements related to data reporting, retention, and privacy within the credit union industry.
- Ability to clearly communicate with managers and associates at all levels.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel classification. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Pay Scale:

Our pay ranges are built to allow for candidates with various levels of skills and experience to be considered, as well as to allow room for growth and tenure achieved in this role over time. Typically, new-hire salary offers fall within the minimum to midpoint of a pay range for many candidates. Any offer extended to a candidate will be based upon their unique set of knowledge, skills, education, and experience, as well as internal equity.

ADA Compliance Statement:

In compliance with the Americans with Disabilities Act (ADA), ACCU stands ready to accommodate any qualified employee with a disability who can perform the essential duties of

their position, as long as necessary accommodations for that employee's disability don't cause an undue burden to the credit union.

To apply, please visit: AmericasChristianCU.com/Apply