



W.J. Deutsch & Sons, Ltd.

*fine wine and spirits merchants*

## **JOB DESCRIPTION**

**JOB TITLE:** Cognos Business Intelligence Analyst

**STATUS:** FT

**DEPARTMENT:** Analytics

**REPORTS TO:** Manager of Financial Analysis

---

### **Primary Job Responsibilities:**

- Participate in the installation and configuration of Cognos Express Xcelerator/TM1 on Windows platform.
- Verify and translate functional and non-functional requirements to create system designs, estimate software project efforts, define project scopes and articulate software solution alternatives.
- Deploy packages and reports to production environment and handling production issues.
- Data modeling within the confines of the Cognos framework manager.
- Assist user in the development of new Cognos content.
- Develop, and maintain data feeds/metadata required for data sharing/ integration services.
- Perform daily administrative maintenance.
- Design, model and create specification documents for building and/or configuring multi-tier, client server or internet applications, integration middleware, scripts, triggers and other software products or components.
- Design, model and create specification documents to integrate systems into the city's enterprise environments.
- Define project tasks, monitor progress, plan and conduct appropriate milestone reviews and walkthroughs.
- Research and analyze business goals, user requirements and other relevant factors to develop and document data requirements, data flows and entity relationships.
- Interview/observe and otherwise analyze user goals, profiles, tasks, workflows to capture and document functional requirements and usability goals for system solutions.
- Create test plans for all phases of software testing: unit test, integration, system and acceptance testing.
- Analyze, diagnose and prescribe corrective action for application outages, performance impairments, data errors and other problems with deployed applications.
- Contribute to the development of user instructional materials and training curricula; assist in the delivery of training as needed.



**W.J. Deutsch & Sons, Ltd.**

*fine wine and spirits merchants*

**Job Requirements:**

**Education:** Bachelor's degree in Computer Science or similar field

**Experience and Skills:**

- Beverage industry experience
- Minimum 3 years technical experience in business intelligence reporting
- Minimum 2 years experience with Cognos
- Proficiency in Transact-SQL Programming
- Able to translate high level or abstract ideas to specific I.T. requirements
- Proficiency in Microsoft Office suite of applications
- Strong technical project management skills
- Ability to work on multiple development projects at one time
- Excellent analytical, problem-solving, decision making, human relations, and communication skills
- Outstanding attention to detail, accuracy and quality of work
- Ability to organize workload to meet deadlines and work in a fast-paced environment
- Installing, configuring, administering and maintaining Cognos server in development, test & quality assurance and production environments.
- Cognos administration security, configuration and system monitoring experience.
- Excellent analytical, problem solving, communication and interpersonal skills, with ability to interact with individuals at all levels and provide knowledge transfer to the associates
- Ability to guide users and I.T. team members on Cognos BI development techniques and best practices