

JUNIOR DATA ANALYST

REGULAR, FULL-TIME POSITION BASED IN DRYDEN, ONTARIO

COMPETITION #ADM 22-02

Dedicated to improving lives, the Kenora District Services Board (KDSB) is the integrated service delivery agency providing help and support when you need it. With forward thinking and engaged employees, we deliver Ontario Works, Social Housing, Early Learning and Child Care, and Land Ambulance to current and future clients.

We are currently seeking to hire a regular, full-time **Junior Data Analyst** located in **Dryden, Ontario** to join our Administration Finance team. Our employees enjoy a healthy work environment, development opportunities, and an opportunity to make a difference in the lives of others.

Reporting to the Contract and Change Management Administrator, the Junior Data Analyst is responsible for providing support in contract management, program data collection, analysis, and financial reporting.

Key responsibilities include:

- Assist with contract administrative duties including, but not limited to, cataloguing contracts, and managing documents and data.
- Support the KDSB contract management system through tracking contracts and their funding and reporting commitments.
- Support data collection and summarization from a variety of sources to inform reporting; help identify trends and highlight variances to inform service planning by management.
- Maintain database and spreadsheet applications, for the purpose of collecting, compiling, and summarizing statistical, service, and financial data for various programs.
- Assist with all data collection required for various programs, services, and Ministry reporting, with an emphasis on completeness and accuracy.
- Help establish data recording systems for partner agencies, for simplifying reporting, monitoring client outcomes, and evaluating effectiveness of new and emerging programs.
- Other duties as assigned from time to time.

Successful candidates will have:

- Extensive knowledge, training, and experience in public sector financial reporting with a particular emphasis on data collection.
- Strong communication and interpersonal skills in dealing effectively with management staff, employees, Board members, the public, government, and community agencies, including an appreciation of the need for confidentiality, tact and discretion.
- Demonstrated organizational, project and time management skills; capable of working with minimal supervision and prioritizing work assignments appropriately, with the ability to adapt to changing priorities.
- Must be highly proficient using computers and other information technology such as computerized databases and administrative software.
- Must have the ability to maintain strict confidentiality at all times.

Qualifications will include:

- Completion of a post-secondary Diploma or Degree in Business Administration, Business Analytics, or similar, from a recognized educational institute, and a minimum of 2 years' related experience.
- Experience in data collection and analysis of information from multiple sources is preferred.
- Requires experience in utilizing computers and software programs to compile and analyze data and advanced skills using Excel to create charts and present data in a variety of ways.
- Required to possess and maintain a valid Class 'G' Ontario driver's license and to have access to a reliable vehicle for travel.
- A satisfactory Criminal Reference Check must be provided.

For this position we offer a salary ranging from \$68,971.89 - \$81,823.29 per annum.

Interested candidates are invited to submit a cover letter and resume, by email, referencing the competition number in the subject line of the e-mail, on or before **January 24, 2022 by 4:00pm local time** to the:

Human Resources Department
Kenora District Services Board
Email: hr@kdsb.on.ca

While all responses are appreciated, only those applicants selected for an interview will be contacted.

Confidential information provided by applicants will be used for the purpose of this competition only and will be protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

The KDSB will make accommodations available wherever possible to applicants with disabilities upon request during the recruitment process. The KDSB is an equal opportunity employer.