



Example of Data Integrity Analyst Job Description

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Our innovative and growing company is looking for a data integrity analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for data integrity analyst

- Support operational users by extracting and manipulating data
- Identify trends and issues with the data
- Prepare reports and summaries for a variety of audiences, from ops teams to executives
- Maintain finance data in SAP system in accurate, complete and timely manner to ensure proper bookkeeping
- Provide support and advisory for internal stakeholders regarding accounting data related queries
- Maintain balance sheet reconciliation application and all related master data
- Maintain application dedicated for workflow approval process among serviced PMI affiliates
- Participate in various cross functional projects and propose improvements to the process
- Investigate and potentially escalate exceptional and non standard cases, process inconsistencies and/or system issues
- Apply advanced aspects of specialized discipline in reaching system solutions, often to complex business needs while working with multi-discipline teams

Qualifications for data integrity analyst

- Solid computer skills in the latest spreadsheet and word processing software
- Functional system administration experience of 3- 5 years is required
- Well developed oral, written, and presentation skills, the ability to interact with others

- Proficiency with using KP Health Connect or another EMR system
- Demonstrated ability to review analytical data and audit findings to identify error trends and other risk areas