



Example of Data Integrity Analyst Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is hiring for a data integrity analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for data integrity analyst

- Support regional implementation efforts of processing- and data-management platforms and associated governance programs
- Create and update documentation that is to be used as part of Regional Operations Support
- Work with team members across the organization to understand, identify and address issues or opportunities that lead to effective support processes and improvements in quality of services
- Proactively investigates data accuracy trends
- Receive pipeline integrity data from Survey Technicians
- Process Close Interval Survey data that requires troubleshooting data, ongoing communication with field crews and customers, and continually updating databases
- Edit, plot, and format survey data to generate reports, graphs, maps, and charts that adhere to specific customer requirements and regulations
- Prepare weekly and monthly invoices for Pipeline Services
- Attend monthly job review meetings to discuss status of projects in terms of cost and invoicing
- Assemble reports and distribute to customers in a timely manner

Qualifications for data integrity analyst

- Experience with Claims and payment operations systems

- Familiarity with an E/R diagramming tool (Embarcadero/ERWin)
- Monitor and validate the data to ensure the data meet the data standards
- Reconcile balances among the Systems during period end and ensure the Systems reconciled to each other prior to period close
- Ensure issues are logged, tracked and followed up until resolution