



# Example of Data Staff Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is looking to fill the role of data staff. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for data staff

- Creates complex software programs and applications for acquisition, processing, and management of massive quantities of data using high-level programming languages
- Enable timely reporting, analytics and execution of rules
- Build and maintain pipelines and dashboards/reports used to drive decisions across the Quickbooks Payments/Payroll
- Proper documentation of projects
- Be able to prepare audit documentation
- Support rules in Zoot, using the AI tool to make changes and push to production
- Analyze existing rules to improve performance and reduce false positives
- Communicate progress across organizations and levels from individual contributor to executive
- Ensure that data findings are appropriately visualized in a way that will resonate with stakeholders and clearly highlight implications
- Apply analytical and statistical methods and models to provide stakeholders with actionable insights that will improve sales conversion, retention and higher customer value

## Qualifications for data staff

- Experience with data preparation and data wrangling of complex and disparate data sources - big data experience with Hadoop, Spark
- A Master's degree in Computer Science, Statistics, Data Science or related

- A Master's degree in Statistics, Economics, Mathematics or a related quantitative discipline is preferred, though candidates with advanced degrees in other disciplines with extensive quantitative coursework or professional experience will be considered
- A minimum of 3 years of experience writing production grade code on a standard statistical platform (SAS, R)
- The ability to meaningfully portray and effectively communicate complex quantitative data in an easy-to-understand format is required