



# alma™

## Reporting Analyst

**Alma is seeking Reporting Analyst candidates for an exciting opportunity to join our small, fast-paced team in (Old Town) Portland, OR.** The responsibilities of this position include data research, definition, and quality assurance. The ideal candidate can work independently, while performing as part of a larger team.

### **ABOUT ALMA**

Alma is transforming technology in our K-12 schools. We take a modern approach to student information and learning management that supports K-12 administrators, teachers, parents and students. We are a passionately driven team with the mission to provide this resource to every school, regardless of their financial constraints.

We are here to improve the education of students. Our focus is on the whole student - we build tools that ultimately help enrich both their intellectual and emotional growth. We do this by empowering the greatest learning resource that students have at school: educators. Our product designs are based on research done at schools.

### **THE OPPORTUNITY**

We are looking for people who are passionate about education and technology. We are on a mission to give educators and families modern, efficient tools to help schools run smoothly and give clear oversight on student progress. The Reporting Analyst is responsible for translating various state reporting requirements to standard technical requirements, allowing the Report Engineering team to build the reports and deploy them for customer use. To accomplish this, the Analyst will be required to fully understand each report's business rules and ensure all information required to produce the reports is clear, concise and accurate.

- Research and fully understand a given state's reporting requirements from the perspective of a Student Information System producing the required reporting.

- In cooperation with the Product and Engineering teams, where required, document in detail each report's technical requirements, including any and all business rules, output formats, and any system extensions required to meet the demands of the given report.
- Attend any regular meetings of reporting working groups for states where reports have been developed.
- Review and, if necessary, update technical requirements for states where reporting has already been produced but changes have occurred.
- Perform quality assurance testing on developed reports to ensure they meet all stated requirements and business rules.
- Produce customer-facing documentation for all reports that are built.
- Produce a schedule/timetable for when each element of reporting is due in each state where reports are built.
- Provide support to the Customer Engagement and Engineering teams when there are questions about the functioning of any specific report or reports.
- Develop and foster relationships with state reporting experts in the various Departments of Education.

### **QUALITIES WE'RE LOOKING FOR**

- Previous experience in Business/Systems Analysis and/or Quality Assurance.
- Strong written and verbal communication skills including technical writing skills.
- Proven ability to clearly and concisely translate functional to technical requirements.
- Any Computer Science or IT experience beyond business analysis and quality assurance is a plus.
- Motivated, energetic self-starter with strong problem solving skills.
- Ability to prioritize and manage your time effectively.
- Ability to organize and manage multiple projects in a very fast-paced environment.
- Ability to work independently and as part of a team.
- Attention to detail and strong communication skills.

- Analyst should be comfortable with typical office applications, such as Microsoft Word, Excel, and Google applications such as Documents and Sheets.

**NICE TO HAVES**

- Familiarity with any of the following is a plus: PHP, JSON, Javascript, MongoDB, Unix shell
- Background in K-12 education
- Background in SIS or LMS
- Experience in data analysis concepts and tools

Alma Technologies is an Equal Opportunity/Affirmative Action Employer. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, and other protected characteristics