

Utica First Insurance Company has been serving the insurance needs of families and businesses for over 100 years. We have a “team” of employees and offer continuing opportunity for personal career growth.

Data Reporting and Analytics Specialist

Position Available: Immediately. Full-Time

Utica First Insurance Company is currently seeking a self-motivated individual that is looking for an opportunity to grow with Utica First as we implement new software. The Data Reporting and Analytics Specialist's primary responsibility will be in the design, development, and implementation of forms and reports while working with cross-functional teams. Responsibilities will include; business intelligence, analytics, development and maintenance of dashboards and analytical reports/views using Pentaho tools.

MAJOR RESPONSIBILITIES

- Design, develop and test forms and reports assuring data integrity
- Work closely with internal and external users to gather requirements
- Work with 3rd party vendors for training and development of forms and reports
- Manage the deployment between multiple environments
- Create and maintain project documentation including requirements, data mapping and other pertinent information.
- Create user manuals for all forms and reports

REQUIREMENTS

- Degree in computer science or basic understanding of programming methodologies
- Experience with report design, dashboards, and analytics using a software tool such as Pentaho
- Experience with a form development software such as GhostDraft
- Knowledge of SQL or Oracle database
- Knowledge of Excel, CSV, and other data formats
- A background in P&C insurance is helpful
- Problem solving skills that demonstrate critical and logical thinking to resolve issues
- Strong analytic, oral and written communication skills a must with high attention to detail
- Self-starter with minimum supervision required
- Additional tasks as required by management

We offer a competitive salary and benefits package to include:

Medical (1st of the following month of hire)

Dental

Vision

401k after 90 days of employment

Flexible Spending Accounts

Vacation/Sick/Personal Time Off

Generous Paid Holidays

Company Paid Basic Life Insurance

Company Paid LTD

Company Paid Travel Accident Insurance

Utica First conducts pre-employment screening examinations designed to prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs indicate a potential for impaired or unsafe job performance. Any potential hire for Utica First will undergo screening for the presence of illegal drugs as a condition for employment. Utica First will not discriminate against applicants for employment because of past abuse of drugs.

Utica First Insurance Company is an Equal Opportunity Employer.

Utica First Insurance is located at the Oneida County Industrial Park at 5981 Airport Rd. in Oriskany, NY and is easily accessible via Route 840.

Please apply online or email resume and salary history to: [employment@ uticafirst.com](mailto:employment@uticafirst.com)

or

Mail to:
Utica First Insurance Company
Employment Opportunities - Claims
PO Box 851 Utica, NY
13503-0851

Job Type: Full-time