**Data Analyst, Excel Specialist & Project Manager**

**Position Summary:**

CFA Society New York is looking for an experienced Data Manager, Excel Specialist & Project Manager, to oversee the development and use of data systems. The ideal candidate will have a strong understanding of databases and data analysis procedures. You will also be tech-savvy and possess excellent troubleshooting skills. You will discover efficient ways to organize, store and analyze data with attention to security and confidentiality.

**Duties and Responsibilities:**

* Formulate techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data
* Devise and implement efficient and secure procedures for data handling and analysis with attention to all technical aspects
* Create models and queries in excel and other programs
* Assist with reports and data extraction
* Establish rules and procedures for data sharing with upper management
* Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.)
* Ensure digital databases and archives are protected from security breaches and data losses
* Troubleshoot data related problems and authorize maintenance or modifications

**Skills & Requirements:**

* Proven experience as a data manager
* Excellent understanding of data administration and management functions (collection, analysis, distribution, etc.)
* Excellent understanding of excel data and project status report compiling
* Extensive experience with data cleansing and analysis, using pivot tables, formulas (v-lookup and others), conditional formatting, graph and chart manipulation.
* Capability to oversee a team of contractors and interns who will assist with report population and data cleansing
* Familiarity with modern database and information system technologies
* Self-starter who is energetic and able to manage multiple priorities
* Ability to prioritize and effectively manage multiple projects
* An analytical mindset with problem-solving skills
* Excellent communication and collaboration skills
* Strong problem solving and troubleshooting abilities
* Team Oriented and ability to work with various levels of management and staff
* Familiarity with Association Anywhere, iMIS, Salesforce and/or Tableau, a plus
* Financial industry experience is a plus
* BSc/BA in computer science or related field a plus
* Coding skills a plus

**Education:**

* Bachelor's degree required

**About CFA Society New York:**

CFA Society New York has been a leading forum for the investment community since 1937, founded by Benjamin Graham, the “father of securities analysis” and one of the most influential people in the history of finance. Today, with over 10,000 members, CFA Society New York is the largest of the 142+ societies that comprise CFA Institute worldwide. Through generations of investment professionals, CFA Society New York remains steady as a leading forum for the investment community since 1937.