

## Position Profile –Business Intelligence Analyst, Analytics

**About Credit Acceptance:** Credit Acceptance Corporation is a finance company; we are in the business of Changing Lives!

Make the Right Move and build your career by joining a growing and profitable organization. Credit Acceptance is currently hiring a **Business Intelligence Analyst** If you are self-directed, concise and a strong communicator we would like to hear from you!

**About this Position:** The purpose of the “BI Analyst” position is to . . .

- Produce **recurring metrics and reports** as well as create new reports as requested.
- Perform **analysis on origination and servicing performance levels**.
- Document and maintain **Business Intelligence processes** and data/metric definitions.
- Demonstrate disciplines in **SAS/data warehouse** during development process.
- Consistently and efficiently perform testing on new initiatives and current processes.
- **Support additional Analytics requests.**

**Position KSAs:** What Knowledge, Skills and Abilities will you need to succeed in this role?

- You need to **be able to respond promptly and effectively to problems, projects and tasks.**
- You need to **be organized, with an ability to multi-task and prioritize multiple requests.**
- You need to **be able to gain trust of others and builds solid relationships across and vertically throughout the organization and relate well to all customers.**
- You need to **be able to convey complex information in a timely and easily understood manner throughout all levels of the organization.**
- You need to **be able to demonstrate initiative by being proactive in work duties and making recommendations as opportunities arise.**
- You need to **be self-driven, motivated to help, and able to perform with minimal supervision in a team environment.**
- You need to **be customer focused, always having the customer and company’s best interest in mind.**
- You need to **be able to work well with abstract concepts.**

**Position Outcomes & Activities:** You will be measured on your ability to perform the following activities effectively

- **Produce Reports:** You will be responsible for running recurring reports. You will also automate when appropriate and document all processes.
- **Provide Ad Hoc Analysis:** Create reporting to produce information and provide analysis to solve business problems.
- **Data Integrity:** Actively monitor recurring and non recurring reports for accuracy and reasonableness. Work with IT to ensure quality data sources are established and maintained.

- **Customer Communication:** Ensure customer has clear understanding of the report/analysis and communicate individual department performance clearly and accurately through OD metrics.

**Basic Position Requirements:** What do you need to qualify as a candidate for this position?

- You need to **be able to demonstrate problem-solving skills and make quick decisions.**
- You need to **be able to demonstrate expertise in programming languages.**
- You need to **be able to demonstrate strong analytical and abstract reasoning abilities.**
- You need to **be able to demonstrate strong knowledge of Data Warehouse practices and relational databases.**
- You need to **have capacity to learn new software/programming languages as needed.**
- You need to **be receptive to ongoing feedback aimed at improving the performance of you and your team.**

**Additional Position Requirements:** Experience and Education requirements.

Required:

- Bachelor's degree or equivalent experience required (Information Technology related field preferred – Computer Science, Mathematics, etc...)
- Knowledge of Business Intelligence processes and best practices
- Experience with working with end customers developing requirements and communicating outputs
- 3 – 5 years BASE SAS and SAS Macro programming
- 3 years experience with relational databases and queries such as Microsoft Access

Preferred:

- Knowledge of Data Warehousing and relational databases best practices
- Knowledge of technical and auto finance business processes

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