

## **MIS and Data Manager**

### Job posting:

The MIS and Data Manager position at WCAAA is a full-time (35 hours a week) in office position responsible for managing and optimizing an organization's information systems to ensure efficient data collection, processing, and reporting. This role is pivotal in ensuring data integrity, optimizing information flows, and supporting strategic business decisions through comprehensive data analysis. This position will collaborate with various departments to identify needs, develop solutions, and implement systems that drive efficiency and innovation.

### General statement of duties:

#### I&R/A-Benefits Reporting & MIS Software Administrator

This position will be responsible for setting up the data collection system and entering information into WellSky/A&D database. Train and assist staff in utilizing the system. Input and maintain data accurately and efficiently into databases, spreadsheets, or other systems. Extract and submit reports from software systems for the Grants Manager, the State, Executive Director, WCAAA staff, and subrecipients. Prepare monthly, quarterly, and annual reports as required.

#### Grants Manager Assistant

Assist the Grants Manager with subrecipient reimbursements. Audit grant folders to ensure proper documentation is on file. Contact subrecipients as needed to ensure grant status is in good standing. Assist in the annual Request for Proposal and grants award process. Assist with the preparation and submission of the State Program Report (SPR).

### Skills/Knowledge:

Proficiency in Adobe and Microsoft tools including but not limited to Excel, Teams. Proficiency in database management and report generation. Comfortable using office equipment. Strong organizational and office technology skills. Excellent written and verbal communication skills. Ability to explain technical concepts to non-technical stakeholders. Working effectively with team members.

### **Qualifications:**

Associates degree in a related field or a high school diploma and 1-2 years' experience in data entry, analysis and working with various software systems. Technological proficiency with the ability to use all required hardware and software systems our agency depends on. Must be able to lift and/or carry up to 10 pounds such as a laptop computer.

**SALARY RANGE:** \$18 - \$21/HR