

Position: SSRS Report Writer & DBA
Reports to: Senior Manager, Business Applications
Contract type: Regular; Full Time

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a collaborative, motivated individual for the position of SSRS Report Writer & DBA. We are proudly recognized as one of BC's Top Employers for 2021. Come join a collaborative network of like-minded professionals and take the first step towards an exciting opportunity by applying to the position.

Job Summary

Working with Senior Manager Business Applications (SMBA) and the Senior DBA/Developer; the Report Writer and DBA (RWAD) will have two primary roles: 1) SSRS Report Writer and 2) DBA.

Technologies used:

CPABC primarily uses Microsoft technologies to house our data and to deliver our reports including: MS SQL Server 2016, SSRS, SSIS, MS Access, and, to a lesser extent, Crystal Reports. The successful candidate would be expected to gather, analyze and transform data to custom built SSRS report to meet business needs. The incumbent will act as backup for our senior DBA to manage database procedures, functions and triggers as well as perform backups and recoveries of our SQL server databases.

Key Responsibilities:

60%

Report writing

- Communicate with business users to elicit and document report requirements
- Design and develop high quality, high performance ad hoc and scheduled SSRS reports
- Develop, and deliver reports that meet the needs of business users
- Test and validate report results to ensure they meet the business requirements
- Develop dashboards using IQAs to support business needs
- Provide insights for improvements to our existing queries
- Provide support and enhancements to existing crystal reports, IQA and MS Access queries
- Organize and maintain report inventory to ensure it is updated and complete
- Transform GP Management Report to SSRS reports as needed

15%

Business Analyst

- Gather and Identify data requirements for report requests and other processes, as directed
- Prepare documentation for business requirements and solution proposals
- Participates in user acceptance testing as needed
- Identify any shortcomings or data issues and make recommendations for improvement

25%

Database Administrator

- Act as backup for senior DBA
- Perform database backups and recovering to development environments
- Maintain database stored procedures, functions and triggers
- Optimize code to enhance performance
- Manage user access, ODBC connections, credentials and permission on SQL server database



- Participate in patching and software upgrade tests
- Participate in software solution deployment process

Key Requirements:

Broad knowledge and experience in:

- Strong knowledge and experience in relational database concept, constraints, stored procedures and function
- Expertise with SQL Server Databases and SQL Server Reporting Services
- Expertise with Microsoft SSRS, Microsoft Access. Experience developing sophisticated SSRS report against complex data sets
- Practical understanding and experience with the development process
- Strong organizational and prioritization skills

Demonstrated ability to:

- Understand business request and translate business requirements to provide required information in a timely manner
- Prepare clear business requirements and related documents
- Manage a large number of ongoing requests and prioritize tasks
- Communicate effectively to business users in both written and verbal format
- Work well independently or on a team
- Participate in a collaborative team environment

Education and Experience

- Two years 'experience with Microsoft SSRS for SQL is required
- Two years' experience with Microsoft Access Forms, Macros and VBA modules is required
- Two years' experience with TSQL and relational databases is required
- An understanding of SQL server security will be an asset
- A strong knowledge of MS Excel will also be an asset
- An understanding of Database replication and CDC, etc.

If this job outline describes you, please email your **résumé** to HRCPABC@bccpa.ca. **This position will remain open until October 17, 2021.** We thank in advance all candidates who respond; however, only those selected for interviews will be contacted.

Why join our team? CPABC offers an entrepreneurial environment with a competitive compensation package. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

About CPABC

The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 38,000 CPA members and 6,000 CPA students. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations. CPABC was presented with a BC Top Employer award for 2020 and 2021.